

## **Privacy Policy**

The Dean and Chapter of Derby Cathedral (“we”) are committed to protecting your personal information. We are also committed to safeguarding and preserving the privacy of the individuals and organisations we deal with in line with the legislation set out under the UK Data Protection Act 2018 (DPA) and European General Data Protection Regulation (GDPR). Our objective is to be fair, open, and transparent about the data we collect.

This Privacy Policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

For the purposes of data protection, the data controller is the Chapter of Derby Cathedral, delegated to the Chief Operating Officer.

### **Why we collect personal information**

Derby Cathedral works with many people, such as worshippers, visitors, volunteers and other businesses. We have a requirement to collect certain personal information to maintain our relationships with individuals and to carry out our work. We will only collect personal data for specific legitimate purposes, some examples of these are below:

- performance of religious ceremonies and services, supporting the ministry of the Diocese of Derby and its Bishops
- organisation of events held at the Cathedral, including invitations and guests lists
- ensuring the safety and security of people who work in or visit the Cathedral
- management of the Cathedral’s accounts, including the processing of Gift Aid claims
- supporting choristers
- delivering education and outreach work
- recruitment of staff and volunteers
- sharing of information with the Diocesan Safeguarding Team regarding any safeguarding concerns

### **How personal data is collected**

We usually receive personal data from individuals directly. We use appropriate methods for different situations, including, but not restricted to; website forms, email, paper documents and records of telephone calls. CCTV cameras are located outside the Cathedral for the purposes of safeguarding and security. Photographs and video recordings are taken at some Cathedral services and events. Some services are live streamed on YouTube.

### **What data do we collect?**

Data is restricted to that which is required in each instance. In most cases, that will include a name and contact details. We may need to collect additional information, for example:

- requirements and statutory information for people arranging religious ceremonies and services such as weddings, baptisms, funerals, memorial services and confirmations
- requirements for people booking an educational visit to the Cathedral
- payment details for visitors pre-booking a sightseeing visit to the Cathedral or pre-booking tickets for a Cathedral event
- payment details and other records for people who make donations to the Cathedral
- requirements for hiring a room or space in the Cathedral

- information about safeguarding incidents including the nature of the incident and description of individuals

### **Who do we share your personal data with?**

We collect your information for a specific purpose and only share this information with a third party when it is appropriate and necessary to do so to fulfil that purpose. This typically includes:

- helping trusted partners and suppliers involved in the organisation and delivery of Cathedral events and services, including the Diocese of Derby
- assisting other organisations closely connected with the ministry of Derby Cathedral
- fulfilment of legal and statutory obligations, including the Charity Commission and Diocesan Safeguarding Team
- fulfilment of contractual obligations

We do not sell or otherwise disclose your information to third parties (including for marketing purposes).

### **Keeping your personal data secure**

We keep personal data for as long as it is needed for the purpose it has been collected, then it is destroyed. The actual time period takes into account such factors as legal or regulatory requirements. We follow the guidance in “Chapter and Verse: The Care of Cathedral Records” produced by the Church of England Record Centre.

All personal data is stored securely. Paper documents are held in locked cabinets with limited access to keys. Computer documents are held on secure systems, protected by appropriate technical measures.

### **Your rights under the GDPR and the Data Protection Act 2018**

Where we collect your personal information, you maintain the right:

- To ask for a copy of the data we hold on you (we may charge a small fee to process this information)
- To ask us to delete data on you that we no longer need (other than information relating to a safeguarding incidents or concern)
- To ask us to correct data about you that is wrong
- To ask us to let you take a copy of your data in a portable format to another organisation

If you gave us your data with specific consent, you have the right to withdraw that consent at any time.

### **Cookies and Derby Cathedral Website**

We make use of cookies on our website in the following ways:

- Where strictly necessary to enable you to move around the site or to provide certain basic features.
- To enhance the functionality of the website, for example by storing your preferences.
- To collect anonymous statistical information about users visiting our site, for example the number of times they visit different pages and how they are getting to those pages. This information is used to help us improve our website’s relevance and usability.

All information stored in cookies from our websites is strictly anonymous. You may turn off or block cookies in your browser but portions of this site may no longer function properly. Derby Cathedral accepts no liability for any loss of functionality as a result of disabling cookies.

Where any personal information is submitted to our websites, for example through a contact form or survey, its use will be governed by the following statements:

- Information will not be used for any purpose other than that specified at the time of collection.
- Information will be treated confidentially and in accordance with the legal provisions concerning data protection.

### **Contact details**

Questions, comments, requests, and complaints regarding this notice should be addressed to:

Mrs Carol Thomas, Chief Operating Officer, Derby Cathedral, 18-19 Iron Gate, Derby, DE1 3GP or [carol@derbycathedral.org](mailto:carol@derbycathedral.org)

Alternatively:

Miss Jessica Kilmurray, Head of Operations, Derby Cathedral, 18-19 Iron Gate, Derby, DE1 3GP or [jessica@derbycathedral.org](mailto:jessica@derbycathedral.org)

Derby Cathedral has a Complaints Policy which will advise on how to make a complain.

You have the right to lodge a complaint with the Information Commissioner's Office or its successors. Please refer to their website for further information. At the time of writing this is: [www.ico.org.uk](http://www.ico.org.uk).

### **Changes to our Privacy Notice**

Any changes we may make to our Privacy Notice will be posted on this page and, where appropriate, notified to you by e-mail.