

# Privacy Notice

## 1. Introduction

The Diocese of St Edmundsbury and Ipswich, and Envoy (Church Army) have created this Privacy Notice to ensure that we meet legal and regulatory requirements regarding the Personal Data we collect about you. This Privacy Notice explains what data we collect, why we collect it, who we share it with and how we protect it. We also detail how you can complain to us or the Supervisory Authority which is detailed in Appendix A of this Notice.

## 2. What personal information do we collect about you?

The information we collect about you is information you have provided to us upon accessing training materials via the Envoy website for the purposes . The information you provide includes:

- Name
- Email address

This data will be retained for the duration of your use of the Envoy (Church Army) website and in accordance with the Church of England's Retention Schedule, which can be viewed here: [Records and Information Management | The Church of England](#)

## 3. How will the Diocese of St Edmundsbury and Ipswich and Envoy (Church Army) use your information?

The Diocese of St Edmundsbury and Ipswich and Envoy (Church Army) will use your personal information to ensure that you can access the Envoy training course.

We do not use automatic profiling or decision making when using your data.

## 4. Sharing your information

The Diocese of St Edmundsbury and Ipswich, and Envoy (Church Army) will not disclose your information to third parties and will only share your information between the Diocese and Envoy (Church Army). Your data is not transferred outside of the EEA.

The information the Diocese of St Edmundsbury and Ipswich holds about you will only be used for the above purposes and will be retained in line with the requirements of our retention policy which is available to all.

## 5. How will the Diocese of St Edmundsbury and Ipswich and Envoy (Church Army) protect your information?

The Diocese of St Edmundsbury and Ipswich and Envoy (Church Army) use a range of security techniques to protect Personal Data, these are, but are not limited to:

- Robust physical and electronic access control
- Anti – malware software
- Encryption techniques
- Network security controls
- User awareness training
- Secure deletion / disposal processes

## 6. Your Rights

You have a number of rights in regard to your Personal Data, and the Diocese of St Edmundsbury and Ipswich and Envoy (Church Army) observes and complies with these rights by ensuring that you can have access, upon request, to any of the data we hold about you. You have other rights regarding your Personal Data and these rights are:

- You may object or restrict our handling of your data
- You may have your data delivered to you in a portable, readable and useable format
- You may have your data corrected or updated at any time if you believe the data we hold is incorrect
- You may have your data erased from our systems when we have no legal reason for retaining it

## 7. Appendix A

The contact information provided below is to enable individuals to exercise their rights in regard to their own personal data. If you wish to exercise your rights as detailed above, please use the contact details below and we will respond to you within 30 days.

### **Relevant contact information:**

Data Protection Officer (DPO) – [GDPR@cofesuffolk.org](mailto:GDPR@cofesuffolk.org)

If you wish to make a complaint to us about the way the Diocese of St Edmundsbury and Ipswich or Envoy (Church Army) handles your data, please contact the Data Protection office on the email address above.

You may also complain to the Information Commissioners Office (ICO) on the below contact details:

Wycliffe House, Wilmslow, Cheshire, SK9 5AF, Tel: 0303 123 1113 (local rate)

Or you can use the online service which allows you to make a complaint using the online form. You can report a breach, a concern or even just request more information. The ICO online can be found here:

<https://ico.org.uk/global/contact-us/>

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