

YR EGLWYS
YNG NGHYMRU



THE CHURCH
IN WALES

CORFF CYNRYCHIOLWYR YR EGLWYS YNG NGHYMRU
THE REPRESENTATIVE BODY OF THE CHURCH IN WALES

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MY CHURCH PEOPLE WEBSITE PRIVACY NOTICE

1. WHEN DOES THIS PRIVACY NOTICE APPLY

This Privacy Notice applies to Registered users of the My Church People Website - URLs related to: <http://mcpwales.dioce.se>

2. WHY ARE WE DOING THIS AND WHAT'S INCLUDED IN THIS PRIVACY NOTICE?

As part of its response to the recommendations of the IICSA inquiry, into historical abuse, the Church in Wales has implemented **MyChurchPeople**, an Online platform which operates Nationally across Wales as a Safeguarding database which is accessible to registered users on a password protected and need to know basis.

MyChurchPeople contains up-to-date DBS and safeguarding training information about staff and volunteers, reminds registered users when a new check is due and includes functionality to initiate a check online.

The **MyChurchPeople** platform is part of a strategy to ensure all of our Ministry Areas and churches are compliant with the latest safeguarding and DBS requirements, it makes safeguarding and DBS checks simpler and easier to administer. Most importantly, the dashboard will ensure that all Ministry Areas and local churches are compliant with Church in Wales procedures.

3. REGISTERED USERS

System users must successfully complete the Church in Wales **MyChurchPeople** training package and be allocated a password for access.

The Church in Wales acting as Data Controller will process the users information to manage and monitor the use of the system using the lawful basis of **Public Task**. The Church's role is to provide a safe environment for all its Clergy, Staff, Volunteers, Members of and Visitors to the Church, its buildings and of the

We will use this information for a number of reasons including:

Confirming individual users' roles within the Church, confirming the unique nature of the records, contacting users quickly if we have any questions relating to the data input, managing users' online accounts and conducting user surveys of the system to improve the current

system and suggest improvements. Such surveys may be conducted by authorised third party organisations.

4. WHEN WE WILL SHARE YOUR PERSONAL DATA WITH OTHERS

Sometimes, we will need to share your Personal Data with others.

This section sets out details of who we will share your Personal Data with and why. It also tells you about our legal grounds for doing so under data protection law and steps we will take to protect your Personal Data.

NB: We will never sell your Personal Data on to third parties.

<p>Information about our service partners</p>	<p>Our service partners are other businesses that we enter into contracts with. They include:</p> <p>Suppliers and sub-contractors;</p> <p>Suppliers of IT products and services;</p> <p>However, if you would like further information about any of our current service providers, please contact us on 029 2034 8200</p>
<p>Why we need to share your Personal Data</p>	<p>We use suppliers and sub-contractors to perform certain aspects of our contracts. For example, providing IT development services;</p> <p>We use suppliers of IT products and services in connection with the supply, maintenance and/or improvement of our IT network.</p> <p>We also share data between authorised users, in order to guarantee the effectiveness of the system.</p>
<p>The legal grounds we rely upon</p>	<p>We may share your personal data with suppliers and sub-contractors where it is necessary for the performance of our Contract with them;</p> <p>We share of your Personal Data with other Users of the system under Public Task: It is imperative that the system runs efficiently and is compliant with the law. Consequently, only one record of every data subject is kept on the system, this means whenever a record is created or updated the user must check all of the records on the system to ensure there is no duplication.</p> <p>In this way users from one area of the Church, Ministry Area, Diocese etc., will be able to view records of data subjects in other areas. This is done for compliance with the law and where such data is classified as Special Category, on the additional condition of Substantial Public Interest.</p>

5. WHAT RIGHTS DO YOU HAVE UNDER DATA PROTECTION LAW?

Under data protection law, you have a number of different rights relating to the use of your Personal Data. The table below contains a summary of those rights and our obligations. More information about your rights and our obligations can be found on the ICO website <https://ico.org.uk/>.

Your rights	What this involves	What our obligations are
A right of access	This is a right to obtain access to your personal data and various supplementary information.	<p>We must provide you with a copy of your Personal Data and the other supplementary information without undue delay and in any event within one month of receipt of your request;</p> <p>We cannot charge you for doing so save in specific circumstances (such as where you request further copies of your Personal Data).</p>
A right to have personal data rectified	This is a right to have your Personal Data rectified if it is inaccurate or incomplete.	<p>We must rectify any inaccurate or incomplete information without undue delay and in any event within 1 month of receipt of your request;</p> <p>If we have disclosed your Personal Data to others, we must (subject to certain exceptions) contact the recipients to inform them, that your Personal Data requires rectification.</p>
A right to erasure	<p>This is a right to have your Personal Data deleted or removed.</p> <p>This right only applies in certain circumstances (such as where we no longer need the Personal Data for the purposes for which it was collected).</p> <p>We have the right to refuse to delete or remove your personal data in certain circumstances.</p>	<p>If this right applies, we must delete or remove your Personal Data without undue delay and in any event within 1 month of receipt of your request;</p> <p>If we have disclosed your Personal Data to others, we must (subject to certain exceptions) contact then recipients to inform them that your Personal Data must be erased.</p>
A right to data portability	<p>This is a right to obtain and re-use your Personal Data for your own purposes;</p> <p>It includes a right to ask that your Personal Data is transferred to another</p>	If this right applies we must provide your Personal Data to you in a structured, commonly used and machine reasonable form

	<p>organisation (where technically feasible).</p> <p>This right only applies in certain limited circumstances.</p> <p>Following a request relating to Data Portability we will transmit the relevant personal data to the data subject or their nominated data controller where it is possible and technically feasible for us to do so.</p>	<p>Again, we must act without undue delay and in any event within 1 month of receipt of your request;</p> <p>We cannot charge you for this service.</p>
A right to object	<p>This is a right to object to the use of your Personal Data.</p> <p>The right applies in certain specific circumstances only.</p> <p>You can use this right to challenge our use of your Personal Data based on our legitimate interests;</p> <p>You can also use this right to object to use of your Personal Data for direct marketing</p>	<p>If you object to us using your Personal Data for direct marketing, we must stop using your Personal Data in this way as soon as we receive your request.</p> <p>If you object to other uses of your Personal Data, whether we have to stop using your Personal Data will depend on the particular circumstances.</p>
A right to object to automated decision making	<p>This is a right not to be subject to a decision which is made solely on the basis of automated processing of your Personal Data where the decision in question will have a legal impact on you or a similarly significant effect.</p> <p>We may use Automated decision making about you if it is necessary for entering into or performing a Contract with you or where you Consent to the actions.</p>	<p>Where such a decision is made, you must be informed of that fact as soon as reasonably practicable;</p> <p>You then have 21 days from receipt of the notification to request that the decision is reconsidered or that a decision is made that is not based solely on automated processing;</p> <p>Your request must be complied with within 21 days.</p>
A right to restrict processing	<p>This is a right to 'block' or suppress processing of your Personal Data.</p>	<p>If we are required to restrict our processing of your Personal Data we will be able to store it but not otherwise use it.</p>

	<p>This right applies in various circumstances including where you contest the accuracy of your information).</p>	<p>We may only retain enough information about you to ensure that the restriction is respected in future.</p> <p>If we have disclosed your Personal Data to others, we must (subject to certain exceptions) contact them to tell them about the restriction on use.</p>
<p>Legitimate Interests</p> <p>Data from sources other than the Data Subject.</p>	<p>If the processing is based on Legitimate Interests, you are entitled to know what and whose Legitimate Interests they are.</p> <p>This lawful basis is used only after conducting a three part test to ensure the data subjects rights are properly protected</p> <p>If we process data about you but we have not obtained the data personally from you, we must provide you with the information described in this Privacy Notice and some additional information.</p> <p>You are entitled to know the source of the information and whether the source is publicly accessible.</p>	<p>There are some exceptions to the additional information rule. If we obtain your Personal Data from a source other than yourself, the additional information rules will apply unless:-</p> <p>You already have the information regarding our processing; or</p> <p>it would take a disproportionate effort or be impossible to provide you with it; or</p> <p>you are already legally protected under separate provisions; or</p> <p>we have a legal duty not to disclose it.</p>

If you wish to exercise any of your rights, you can make a request by contacting us on 029 2034 8200 or writing to us at dataprotection@churchinwales.org.uk

If you request the exercise of any of your rights we are entitled to ask you to provide us with any information that may be necessary to confirm your identity.

6. HOW TO CONTACT US

You can get in touch with us in the following ways:

Postal address	4 th Floor 2 Callaghan Square Cardiff CF10 5BT
Email address	dataprotection@churchinwales.org.uk
Phone number	02920348200

We have appointed a Data Protection Officer (DPO) to oversee our compliance with data protection law and this privacy notice. He may be contacted via the details set out above. If you have any questions about this privacy notice, how we handle your Personal Data or if you wish to make a complaint, please contact dataprotection@churchinwales.org.uk

7. RIGHT TO COMPLAIN TO THE INFORMATION COMMISSIONER'S OFFICER

If we are unable to deal with a complaint to your satisfaction or if you are unhappy with the way we are using your personal data, you also have the right to make a complaint at any time to the UK's supervisory authority for data protection issues, the Information Commissioner's Office.

8. CHANGES TO OUR PRIVACY NOTICE

There may be developments in how we use your data according to changes in the Law.

We reserve the right to make changes to this Privacy Policy at any time without notice and it is your responsibility to revisit this page from time to time to re-read this policy including any and each time you visit our website.

Any revised terms shall take effect as at the date of posting.

If you don't find your concern addressed here, feel free to contact us using the contact details provided above.

NOVEMBER 2023