



## **Archbishops' Commission on Families and Households - Privacy Notice**

This privacy notice is provided by the Archbishops' Commission on Families and Households to explain what to expect when we collect and process your personal information in accordance with the UK GDPR and Data Protection Act 2018.

### **Data controller(s)**

The data controllers are:

**The Archbishop of Canterbury (in his corporate capacity)**  
**Lambeth Palace**  
**London**  
**SE1 7JU**

**The Archbishop of York (in his corporate capacity)**  
**Bishopthorpe Palace**  
**Bishopthorpe**  
**York**  
**YO23 2GE**

The Archbishops' Commission on Families and Households was established by both Archbishops in order to look at what families and households need to flourish and to make recommendations to the Church and wider society.

To find out more about the Commission, please click here:

[Archbishops' Commission on Families and Households | The Archbishop of Canterbury](#)

### **1. Why we collect and use your personal data:**

Personal information is collected for the following purposes:

- i) To gather insights and evidence from your knowledge and experience to inform the Commission's deliberations and recommendations through surveys and interviews. Survey questionnaires will be provided via SurveyMonkey or on a Word document and you have the choice of completing the survey anonymously or providing your name and contact details. All survey and interview data will only be used in a way that will make it impossible for you to be identified in outputs from the research such as reports and publications unless you have given permission to be quoted and your name cited. We will only cite your specific details if we have obtained your express permission, for example to attribute a quote to your name
- ii) To contact you either individually or as a group to arrange meetings and distribute documents and information.
- iii) To gather dietary requirements for catering purposes (for in person roundtable events during the consultation process for example), to ensure suitable access to venues, and where necessary to provide documents in an appropriate format.



- iv) To analyse that information in order to produce reports and publications. Any data or evidence included in publications or the final report will be anonymised unless permission has been given to personally attribute information provided to the Commission.
- v) Archiving purposes in the public interest, scientific or historical research purposes or statistical purposes including the organisation, preservation of, and controlled access to segments of the Church's history.

## 2. The categories of personal data we collect:

The information we process for these purposes is:

- Name (with option to remain anonymous)
- Gender
- Email address
- Age
- Job title
- Location (post code)

We also process “special categories” of information that may include:

- Race
- Ethnic origin
- Religion
- Sexual orientation
- Health (dietary/access requirements may indicate health conditions)

## 3. The lawful basis for using your information:

We collect and use personal data under the following lawful bases:

Personal data

- **Consent (Article 6(a))**

Your participation is voluntary and you are free to withdraw your consent and request removal of your data from the Commission at any time. However, once your data have been analysed and reports have already been written, we will be unable to remove your data if they have been anonymised, or reports containing your data have already been published. If you have provided your contact details, to withdraw your consent please use the contact information provided in Section 8 below. If you have submitted information anonymously it is impossible to remove the information submitted via an online survey or in hard copy after it has been submitted as we will not know who it has been provided by.

Special category data

- **Explicit consent (Article 9(a))**



Your participation is voluntary and you are free to withdraw your consent and request the removal of your data from the Commission at any time. If you have submitted information anonymously it is impossible to remove the information submitted via an online survey or in hard copy after it has been submitted as we will not know who it has been provided by.

If you have given your contact details once your data has been analysed and reports have already been written, we will be unable to remove your data if it has been anonymised, or reports containing your data have already been published. To withdraw your consent, please use the contact details provided in Section 8 below.

- **Archiving (Article 9(j)):** processing is necessary for archiving purposes in the public interest, in line with the archiving practices of the National Church Institutions.

#### **4. Who we collect from or share your information with:**

We collect your information from:

- You the Data Subject.
- From a 3<sup>rd</sup> party (e.g. diocese, bishop) which we have used to make initial contact to invite you to participate in the work of the Commission.

If you wish for your survey responses to remain anonymous and you are using the Word Document version, please post your survey anonymously. If you would prefer to email your survey, the Commission will download your survey and immediately delete your email.

We will not share your data with any other third parties except where specified here. We could share your information with:

- Commission Members
- Administrative or research staff supporting the Commission
- The general public (where your personal data is cited in any report or publication) This would never include personal contact details but it could include your name if you have given permission to be quoted directly in publications.

#### **5. International transfers**

If you choose to provide your name and contact details on the SurveyMonkey questionnaire, your data may be transferred to the United States and is protected by EU Standard Contractual Clauses. If you would prefer that your data is not transferred to the United States, please use the Word version of the questionnaire.

#### **6. How long do we keep your information?**

We will keep your data (survey and interviews) for the period of the Commission and then for 6 months following the publication of the final report in order to ensure that data is accurate and complete, and to respond to any queries you raise about the use of that data.



Data which have been analysed and used in reports will be retained permanently and archived in accordance with the NCIs archiving procedures.

## 7. Your rights:

You have the following rights regarding your personal data:

- The right to be informed about any data we hold about you;
- The right to request a copy of your personal data which we hold about you;
- The right to withdraw your consent.
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

To exercise these rights, please contact the Data Protection Team using the contact information provided below. The NCIs Individual Rights Policy is available on request.

## 8. Complaints or concerns:

If you have any queries regarding this processing activity, please contact Katie Harrison, the Archbishop of Canterbury's Social and Public Affairs adviser:

[kate.harrison@lambethpalace.org](mailto:kate.harrison@lambethpalace.org)

If you have any concerns or queries about how your personal data is handled by the Archbishops' Commission on Families and Households, please contact the Data Protection Officer at:

[gdpr@churchofengland.org](mailto:gdpr@churchofengland.org)

or online at: [National Church Institutions data protection | The Church of England](#) or Tel: 020 7898 1030.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO) online at:

[Your personal information concerns | ICO](#), or by phone on 0303 123 1113 (local rate).