

# Exercise your rights Privacy Notice

## 1 Introduction

Bishop Creighton House(BCH) is committed to respecting and protecting your privacy. We believe in making things easy for people we interact with. We know there's nothing more off-putting than the sight of a lot of small print, so we've made our Privacy Policy clear, simple and easy to read.

This Privacy Notice describes how we process personal data when you are making a request with respect to how we are processing your data.

Our privacy notice is structured by providing you with information about how we manage data relevant to all our interactions with you - for example your data protection rights, who to contact, who we share your data with. We then have answers to the common questions that people ask about how we protect data for this interaction.

## 2 What's changed?

There have been no material changes to the policy since it was last updated. We have changed the way it is presented.

## 3 Our promise to you

BCH is committed to protecting your privacy. We will always keep your personal information safe and will never sell it to third parties. We will be clear and open with you about why we collect your personal information and how we use it.

## 4 Who is in control of your information?

We never lose sight of the fact that it is your personal information and you own it and can choose who has access to it and how it is processed.

BCH are registered as the 'Data Controllers' with the Information Commissioner's Office (ICO).

Details are published on a register on the ICO website where you can also find lots of useful information about Data Protection, what it means to you as an individual and how it applies to companies like BCH.

The law within the European Economic Area gives those whose personal data is held by BCH specific rights to control the personal data held about them. These include the right to:

- right of access - to obtain from BCH, confirmation that personal data is held, as well as a written description of such personal data, the purpose(s) for which it is being used, the source(s) of the personal data and details of any recipients
- request corrections of personal data which is inaccurate
- request deletion of data where there is no need for BCH to keep it
- request BCH stops processing associated your personal data
- request we provide you the personal data you have provided us in an electronic format e.g CSV file
- object to any unsolicited information sent by BCH regarding promotions or new products and services
- ask for human intervention in automated decision making, note, however BCH has no automated decision making processes .
- right of withdraw consent to processing personal data at any time

If any individual wishes to contact BCH regarding the personal data held about them or has any other question about BCH data privacy procedures, they should direct an email to Rory Gillert - [RGillert@creightonhouse.org](mailto:RGillert@creightonhouse.org) send a letter to Rory Gillert at 378 Lillie Road, London SW6 7PH.

If any individual wishes to complain about how BCH is handling data or responding to requests they should contact the Information Commissioners Office - <https://ico.org.uk/concerns/handling/>

## 5 What we do with your data?

### 5.1 How does BCH obtain personal data?

Data is collected from you when making the request, or person with the right to make a request on your behalf.

### 5.2 What types of personal data does BCH collect and use?

We collect

- Basic contact information so we can respond to you •examples name, address, email address
- Sufficient information so that we can verify who you are and process your request. The specifics will depend on the request you are making, this could include other names you are known by, details of the information you believe to be inaccurate, online identifiers,

### **5.3 How does BCH use the personal data it holds?**

We are using the data in order that we can respond to your request in a timely manner.

### **5.4 What processing of personal data is done?**

When we receive a request from you which is a request to exercise your control over your data, we will set up an electronic case file containing the details of your request. This normally includes your contact details and any other information you have given us. This will also be used to store any information relevant to responding to your request. We will review your request and determine the best way that we can respond to it.

We will contact others within our organisation to complete the necessary processing to respond to your request. Where necessary we will approach other organisations who process data for us to carry out any required processing.

Collate information to respond to SAR

Inform you of progress of the request and provide you with final result.

We will remove relevant information from the case file, but retain a log of what we did and how we responded.

The basis that we process this data is legal obligation

### **5.5 Who does BCH share personal data with?**

The request may require that we contact organisations that process data for us. Where necessary and practicable we will also contact any third party who data has been shared with to carry out the same processing we have.

### **5.6 How long does BCH keep the personal data it holds?**

Generally we will keep a record of your request and how we responded to it for up to two years after we have finished processing the request.

## **6 Children's data**

Where BCH provide links to websites of other organisations or refer to other services this privacy notice does not cover how those organisations processes personal information.

We would encourage you to read the privacy notices for the other organisations and websites you visit.

## **7 Links and other services**

BCH regards the confidentiality and security of personal data we hold very seriously. BCH has implemented appropriate internal security procedures that restrict access to and disclosure of personal data within BCH. These procedures will be reviewed from time to time to determine whether they are being complied with and are effective. Where data is shared by third parties they are bound by contract to do the same.

BCH has implemented security measures e.g. it has achieved the Cyber Essentials Certification.

## **8 How is data protected?**

### **9 Policy updates**

As part of BCH's commitment to compliance with data privacy requirements, and to reflect changes in BCH's operating procedures, BCH may update the terms of this policy from time to time.

### **10 Contact details**

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## **Last Updated**

Jul-18