

# Research Privacy Notice



## Your personal data

Church Army believes in maintaining the highest professional standards in the handling of your data. At all times we are committed to processing your data in a fair, lawful, and transparent manner in accordance with data protection legislation. Details about how we handle your data and your rights in relation to that data can be found in this privacy notice.

## What data are we collecting?

This information is collected in accordance with the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (UK GDPR).

For details of the types of data being collected, please refer to the project information supplied.

## What will happen to your data?

Church Army (Company Registration No. 037169 of Wilson Carlile Centre, 50 Cavendish Street, Sheffield, S3 7RZ) is the data controller with regards to the personal data you disclose to us. A data controller is the person or organisation who determines the purpose for which, and the way in which, any personal data is processed. Therefore, Church Army takes responsibility for establishing policies and procedures in line with the UK GDPR.

Any digital recordings may be transcribed by a member of Church Army's Research Unit or a subcontracted transcriber under the control of Church Army. The recordings will be destroyed after the completion of the project. Transcripts and conversation summaries may be retained for future research purposes. Only members of Church Army's Research Unit and a subcontracted transcriber (who has signed a confidentiality agreement) will have access to the full recording and transcript of the interviews.

We will not disclose your data to any other third parties unless we have your explicit consent to do so. We only enter relationships with third parties who have appropriate data protection policies and procedures in place. Church Army will not sell your data to any third party.

We will only retain your personal data for purposes for which you have provided explicit consent in line with the provisions of the UK GDPR. We review our retention on an annual basis. When records are no longer needed for historical, statistical or research purposes they are deleted.

## Where will my data be stored?

Church Army stores your data on a secure cloud-based database hosted in the UK. If data is collected using Survey Monkey &/or Dropbox, your data may be stored on their respective servers. Details of their privacy policies are available on their respective website. Otherwise, none of your personal data will be transferred outside the EEA and the UK.

## What are my rights?

In relation to our processing your personal data you have the following rights, which can be exercised at any time:

- To be informed if your personal data is being used - this information sheet complies with that requirement;
- To get copies of your data;

- To get your data corrected;
- To get your data deleted;
- To limit how we use your data;
- To get your personal data from us in a way that is accessible;
- To object to the use of your data;
- To make a complaint about how we are using your data.

To exercise any of these rights, please email [ask@churcharmy.org](mailto:ask@churcharmy.org) at any time. You can also find out more about your rights on the Information Commissioner's website: <https://ico.org.uk/>.

### How can I find out more about the data we hold?

If you wish to receive further information regarding Church Army's data protection policy, together with a copy of that policy, please contact David Duckitt at Church Army, Wilson Carlile Centre, 50 Cavendish Street, Sheffield, S3 7RZ, 0300 123 2113 or [david.duckitt@churcharmy.org](mailto:david.duckitt@churcharmy.org) . If you have any issues, questions or concerns in relation to the way Church Army processes your data please do not hesitate to contact David Duckitt.

If, at any time, you have any concerns about the way your data has been processed by Church Army and those concerns cannot be resolved by Church Army directly you have the right to raise them with the regulator, the Information Commissioner. For details, please visit the Information Commissioner's office: <https://ico.org.uk/>