

Bishop's Prayer Network Privacy Notice

Guildford Diocesan Board of Finance

Introduction

The Church of England comprises many different charities and office holders; it is a community rather than a single organisation. The Diocese of Guildford is made up of multiple charities, one of which is the Guildford Diocesan Board of Finance ("DBF", "we", "our"). The DBF is the legal entity through which many of the diocesan responsibilities and functions are carried out.

This privacy notice explains how we collect and use personal data for individuals who sign up to receive communications from the Bishop's Prayer Network.

This notice does not form part of any contract and may be updated from time to time.

What data do we process?

We collect and process a limited amount of personal data for the purpose of administering the Bishop's Prayer Network. This includes:

- Your first name and surname
- Your email address
- Your parish name

We collect this information directly from you when you sign up to receive prayer bulletins and updates.

Why do we need your personal data and how do we use it?

We use your personal data solely to:

- Send you prayer bulletins and updates relating to the Bishop's Prayer Network
- Maintain an accurate distribution list for communications

We will not use your personal data for any unrelated purposes, nor will we sell or share it for marketing or commercial use.

What is the legal basis for processing your personal data?

We process your personal data on the following legal basis:

- **Consent** – by signing up to the Bishop’s Prayer Network, you are consenting to receive communications from us

You can withdraw your consent at any time by unsubscribing or contacting us (see below).

Sharing your personal data

Your personal data will be accessed only by authorised individuals responsible for administering the Bishop’s Prayer Network (e.g. relevant diocesan staff).

We will not share your personal data with third parties unless required to do so by law or where necessary for the secure operation of our email systems (e.g. IT service providers acting on our instructions and under appropriate data protection agreements).

How long do we keep your personal data?

We will retain your personal data only for as long as you remain subscribed to the Bishop’s Prayer Network.

If you unsubscribe or request removal, your details will be deleted promptly and securely.

Your rights and your personal data

Under data protection law, you have the right to:

- Request access to the personal information we hold about you
- Request correction of inaccurate or incomplete data
- Request erasure of your personal data
- Restrict or object to processing in certain circumstances
- Withdraw consent at any time (which will not affect the lawfulness of processing before withdrawal)

To exercise any of these rights, please contact us using the details below.

Transferring personal information abroad

We do not normally transfer your personal data outside of the UK or European Economic Area (EEA). Where email systems involve processing outside the UK/EEA, this will be done in accordance with applicable data protection safeguards.

Complaints

If you wish to make a complaint about how we handle your personal data, please contact our Data Protection Officer at:

data.protection@cofeguildford.org.uk

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO):

- Website: <https://ico.org.uk>
- Telephone: 0303 123 1113

Changes to this privacy notice

We keep this privacy notice under regular review and will update it as necessary. Any changes will be made available via diocesan communication channels.

How to contact us

If you have any questions about this privacy notice or how your personal information is used, please contact:

- **Kate Darwent, Data Protection Officer –**
data.protection@cofeguildford.org.uk
- Guildford Diocesan Board of Finance – info@cofeguildford.org.uk