

St Edmundsbury Cathedral



Children's Privacy Notice

Introduction

At the Cathedral we carry out what are called 'Legitimate interest' assessments of our activities and as a result we take responsibility for identifying the risks and consequences in the processing of the information we hold and put age appropriate safeguards in place. This is why all contact information and arrangements involving children are made directly through their parents.

Where any form of consent is involved, the Cathedral needs to provide an appropriate Privacy Notice.

What is this?

If you are aged 13 and over, you may lawfully provide consent for the processing of your personal information, which may involve such things as being contacted on your mobile phone to receive details of rotas, rehearsals etc. The purpose of this Children's Privacy Notice is to make sure that you (and your parents) understand fully what you are consenting to, and the need to protect your personal information.

The Cathedral needs to collect some information about you so we can run the activities that you enjoy, like the choirs and the young people's group. The law tells us we must keep this information safe, and that we must tell you what we collect, why we collect it and how we will use it. This notice is to help you understand these things.

There might be a few words that you don't understand in this notice, such as:

Data controller – This refers to a person or group of people that are in charge of the information that is collected

Data processor – this is the person who processes the information; they are the ones that actually see and use the information you provide. It might be the Director of Music, the Curate or the Music and Liturgy Administrator, for example.

Data protection lead – this is the person who makes sure we do what the law says. Our Data Protection Lead is Barbara Pycraft who is a Chapter member.

Personal information – this is any information that can be used to identify someone, like your address, phone number and date of birth.

Who looks after your information?

Chapter is the data controller of any information you give us. Chapter is a group of people who are in charge of the Cathedral – you may know some of them, like the Dean, Canon Precentor and Canon Pastor.

Sometimes, your information might be given to someone else. We will only do this when we really need to, for example if you need to go to hospital while we are looking after you or if

we have a safeguarding concern. For more information about safeguarding please refer to the Cathedral website. When someone else is given your information, they must also keep it safe.

Why do we collect and use your information?

We will only collect information that we need to help us do our job or to follow the law. This is how we use your information:

- To get in touch with you and your parents. This might be about rehearsals, activities, events and cancellations, or other things you might reasonably need to know. What we get in touch with you about depends on which groups you belong to.
- To protect your welfare and follow safeguarding procedures
- To provide appropriate care and support
- To think about how good the services and activities are, and how we might make them better

What information do we collect?

Personal information:

Things like your name, address, phone number and email address. We use this to contact you and your parents.

Characteristics:

We may collect information like what language you speak and your date of birth, if it is necessary; for example, we may need to know how old you are if you are a chorister to ensure that you are in the appropriate choir and when it might be a good idea to move you on to a different.

Attendance information:

If you are in one of the choirs, the Director of Music will monitor how many times you have missed rehearsals and why. We need to do this to make sure the choir can keep going and for safeguarding purposes.

Medical information:

We need to collect some information about medication you take and medical conditions, such as allergies, so that we can keep you safe. We will only collect this when it is relevant, for example if you might become unwell during a rehearsal, or if you are going on an overnight trip.

Photography:

Using photographs of you counts as your personal information. You have the right to request that we do not use photographs of you and there is a separate form where you can tell us whether you are happy for us to use photographs of you or not. If you are under the age of 18 you will need to complete this with the help of your parents. We might use photographs of you on our website, or in advertising for concerts, for example.

Do you have to give us your information?

We will only ask you to provide information that we need to hold in order to fulfil our legal obligations and to provide the activities you want to take part in. Our contact forms will make it clear if any information is optional and you can choose not to give us this information if you would prefer not to. If you would prefer not to give us your own contact details, we can take your parents' contact details instead.

How long do we keep your personal data?

We only keep your information for as long as we need to. For members of the youth group, for example, this would be until you leave the group, at which point your information would be deleted unless you were still participating in other activities at the Cathedral. If you are in the choir we will keep your name and photographs of you (provided we have received appropriate permissions from you) for our historical records, but will not keep any other personal information.

Will your information be shared?

Your information will only be shared when absolutely necessary. It will be shared with the Cathedral Chief Operating Officer, who is responsible for Safeguarding, and the Music and Liturgy Administrator who looks after the database where we store all of our information. It may be shared with our accountants to pay you. It will not be shared with any third parties without your permission, except in very extreme cases such as safeguarding or welfare concerns, or if you were taken to hospital, for example.

What are your rights?

You and your parents have the right to:

- Be told how we use your information;
- Ask to see the information we hold;
- Ask us to change any information that is wrong;
- Ask us to remove information that's not needed any more;
- Ask us to only use your information in certain ways;
- Tell us you don't want your information to be processed.

We only process information that is necessary for the running of the groups and activities that you are a part of. This means it may no longer be possible for you to participate in these if you ask us to stop processing your information entirely.

If you're worried about how we get your information and what we do with it, you can speak to Barbara Pycraft, who is our Data Protection Lead.

You can email her at dataprotectionlead@stedscathedral.org, or if you would like to speak to someone on the phone you can call the Cathedral office. Barbara is a volunteer and does not work in the office, so you may be referred to Sarah-Jane Allison, the Cathedral Chief Operating Officer or the Music and Liturgy Administrator, if you decide to call in.

If you would like to speak to someone not at the Cathedral you can call the Information Commissioner's Office (ICO) on 0303 123 1113, use the live chat on their website or email

them at <https://ico.org.uk/global/contact-us/email/>. The ICO are the people who look after all information and are responsible for making sure everyone follows the law.

Information Security

We store everyone's personal information on a secure system called ChurchSuite. The only people that can see your data are those that need it to do their jobs. These might include the Director of Music, the Canon Precentor, the Music and Liturgy Administrator and the Safeguarding Officer. Other members of staff may also be on this list if they need to use your personal data for any reason. No one outside of the Cathedral has access to this system except for the people that help us when something goes wrong.

If we think your information has been shared when it shouldn't have been (known as a security breach) we will tell both you and the ICO straight away.

For Parents

If you are a parent and would like to know more, please see our full Privacy Notice, which can be found at <https://stedscathedral.org/privacy-policy/>

September 2020