

The University of Reading Chaplaincy

Privacy Notice

About Us

The University of Reading Chaplaincy Centre ('the Chaplaincy') needs to obtain, use and store ('process') certain information about users and supporters of the Chaplaincy for the purposes of providing its services and administering its activities. It is also necessary to process information so that staff can be recruited and paid, and to comply with legal obligations to central government. This notice explains how the Chaplaincy handles your personal data.

The Chaplaincy is an independent registered Charity (number 1071305). The Chaplaincy can be contacted at Park House Lodge, Whiteknights, RG6 6AH. Tel 0118 378 8797.

The General Data Protection Regulation ('the GDPR') requires the Chaplaincy to collect and use data fairly, to store it safely and not to disclose it to any other person unlawfully.

Data we collect about you

The Chaplaincy processes personal data for the purposes of administering staff contracts and to comply with employment law, where users of the service have consented to uses of their data, or where it is in our legitimate interests to do so.

The Chaplaincy process personal data to administer events and manage subscriptions to services or communications that you request. This will include contact details and any additional information you choose to provide us with.

Who we may share your data with

The Chaplaincy will not share data without your explicit consent to do so, except in very exceptional circumstances where we have a safeguarding duty.

How long we keep your data

The Chaplaincy retain personal data in line with our retention schedules. We retain staff data for five years in line with current recommendations. Details taken as part of registration for Chaplaincy events (e.g. retreats) will be kept for one year. Addresses on mailing lists will be kept until we receive an unsubscribe request from the user, or the user account expires (in the case of University accounts).

If you wish to view our retention schedule please contact The Chaplaincy Administrator.

Your Rights

As part of the protection for your personal information, under data protection law you have the right to:

- Withdraw your consent where that is the legal basis of our processing, for example unsubscribe from a mailing list
- Access your personal data that we process
- Rectify inaccuracies in personal data that we hold about you
- Be forgotten, that is your details to be removed from systems that we use to process your personal data
- Restrict the processing in certain ways
- Obtain a copy of your data in a commonly used electronic form; and
- Object to certain processing of your personal data by us

Please see the ICO website for further information on the above rights:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you would like to exercise your rights, please contact our Office at Park House Lodge, Whiteknights, RG6 6AH. Tel 0118 978 8797.

If you have any concerns, please contact our Office to allow us to investigate your concerns. You also have the right to complain to the Information Commissioner's Office.

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