CEEC
CHURCH OF ENGLAND
EVANGELICAL COUNCIL

UK Charitable Incorporated Organisation No. 1104514
http://www.ceec.info/

Privacy Policy

This policy explains when, how and why The Church of England Evangelical Council ('CEEC' or 'the Council') stores and uses your personal data. Personal data is regarded as any information from which a living individual may be identified.

Any processing or handling of personal data by CEEC as drawn out in this policy is governed by the General Data Protection Regulation which came into force in May of 2018. Although most changes are likely to be minor, CEEC may modify this Privacy Policy from time to time. CEEC encourages you to check this page frequently for any changes. The statements at the end of the Privacy Policy will indicate when the last changes were made. If any material changes to this policy are made, we will notify data subjects via email.

What information is being collected?
CEEC processes and collects data containing:

- Titles
- Names
- Contact Details – email addresses, postal addresses, telephone number
- Financial information, including payment for events, gift aid forms and donations
- Records of your correspondence with us
- References
- Church and Diocese
- Age group
- Sex
- DEF/ DEN/ DEU role
- Clergy/ laity status
- DEF membership
- EGGS membership

As a Data Controller, all our appointed persons will comply with their legal obligations to keep personal data up to date; to store and destroy it securely; not to collect or retain excessive amounts of data; to keep personal data secure; and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

Why is it collected and how will it be used?
We only collect and hold data that is necessary in the fulfilment of the objects of CEEC. To this end, we use data that allows us to:

- Process applications for membership
- Administer membership and application records
- Communicate with members
- Organise our annual residential for members and guests
- Operate our Working Group and workstreams

- Communicate with DEF/ DEN/ DEU Chairs and Secretaries and members
- Facilitate events we organise and host
- Communicate with those who contact CEEC via the website or directly via email
- Communicate with those who have indicated that they wish to receive communications from us, including via the national e-bulletin
- Process financial contributions
- Raise funds and general awareness of our work
- Assist with our recruitment decisions
- Manage our employment relationship with you, where you are an employee
- Comply with applicable laws and regulations, and requests from statutory agencies.

EGGS members
We do not share EGGS members' data with any third parties. It is used solely to communicate directly with EGGS members. We hold the data for the duration of an individual's membership and will delete it when they are no longer members.

How long will it be stored?
Our rule of practice is to keep data no longer than necessary for our legitimate interests to enable our charitable objects. As long as you continue as a member and/or wish to receive communications from us, we will retain the appropriate contact data for you so that we can best serve you. We regularly review our data and remove the personal details for those who cease to be members or who have asked to be removed from our contact list.

When data collection occurs from an email exchange from the 'Contact CEEC' online form, data is not retained beyond the email exchange.

We may keep some records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits.

Who will it be shared with?
CEEC is committed to upholding both legal requirements and integrity in the way that we use your information. We share the data you have provided with your DEF/ DEN/ DEU (though not with other DEFs/ DENs/ DEUs). Otherwise, we do not share your personal information with third parties without your prior permission and treat your information as strictly confidential. In some circumstances, the Data Protection Lead may need to share the information amongst the Council or Working Group of the charity. In these situations, the sharing of information is in order to forward the objects of the CEEC and the confidentiality of your information is maintained amongst the Council or Working Group.

EGGS members
We do not share EGGS members' data with any third parties. It is used solely to communicate directly with EGGS members. We hold the data for the duration of an individual's membership and will delete it when they are no longer members.

What is our legal basis for processing your personal data?
Our data is processed in order to fulfil our contracted obligation to members and employees and to serve our legitimate interests in regard to others who have requested contact. It may also be processed with the explicit consent of the data subject so that CEEC can keep the data subject informed about news, events, activities, services and keep them informed about other matter such as elections (national and local), including via CEEC's e-bulletin.

Cookies

The CEEC website uses cookies to provide a full user experience. A cookie is a piece of information that is stored on your computer's hard drive by your web browser. Cookies cannot look into your computer and obtain information about you or your family, or read any material stored on your hard drive. Cookies do not in any way compromise the security of your computer. Cookies will not be used to contact you for marketing purposes.

CEEC may use cookies to gather statistics about the number of people who visit the site and to help us develop the site content, layout and services. You can block cookies on your web browser at any time (please note that this will affect some website functionality and may diminish your user experience). For more information on cookies, visit www.allaboutcookies.org

What are your rights with regard to your personal data?
You have the following rights with respect to your personal data: When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access information we hold on you. At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request, we will respond within one month.

2. The right to correct and update the information we hold on you. If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3. The right to have your information erased. If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold. When we receive your request, we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).

4. The right to object to processing of your data. You have the right to request that we stop processing your data. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.

5. The right to data portability. You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought. You can withdraw your consent easily by telephone, email, or by post (see contact details below).

7. The right to lodge a complaint with the Information Commissioner's Office. You can contact the Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact- us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

If you have any queries or concerns about how we use your data, please do get in contact with us via Helen Catt, Communications Director, at helencatt@ceec.info.

Data Controller:	The Church of England Evangelical Council (CEEC)
Data Protection Lead:	Helen Catt
Date of Policy:	approved by the Trustees by email on 14 October 2026