

# ARCHDEACONRY OF FRANCE AND MONACO

## GENERAL PRIVACY NOTICE

### Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the Data Protection Bill/Act 2017 the General Data Protection Regulation 2016/679 the “GDPR” and other legislation relating to personal data and rights.

### Who are we?

This Privacy Notice is provided to you by the Archdeaconry of France and Monaco. We are part of the Diocese in Europe.

The Diocese in Europe holds a database of those who have a role in the Archdeaconry (for example, chaplain, reader, synod representative, church council officer ...) and they issue their own privacy notices.

However, the Archdeaconry itself needs to collect some information where necessary to perform its tasks.

### What data does the Archdeaconry collect?

- Names and contact details such as email addresses and telephone numbers
- Photographs, videos

### How do we process your personal data?

We will comply with our legal obligations to keep personal data up to date; to store and destroy it securely; to not 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.

### We use your personal data for some or all of the following purposes:

- To maintain our own accounts and records;
- To seek your views or comments;
- To notify you of changes to our events and role holders;
- To send you communications which may be of interest to you.
- To organise the annual archdeaconry synod
- To maintain and administer the archdeaconry website

### Sharing your personal data

Your personal data will be treated as strictly confidential. It will not be shared with third

parties.

## **How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other 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 audits. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

## **Your rights and your personal data**

You have the following rights with respect to your personal data:

The right to access information we hold on you

The right to correct and update the information we hold on you

The right to have your information erased

The right to object to processing of your data

The right to data portability

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 email (see Contact Details below).

The right to object to the processing of personal data where applicable.

The right to lodge a complaint

## **Transfer of Data Abroad**

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so some personal data (for example in a newsletter or blog or photo gallery) may be accessed from overseas.

## **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **Contact Details**

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints at:

Email: [dataprotection@archdeaconryfrance.fr](mailto:dataprotection@archdeaconryfrance.fr)