

CHURCH IN WALES

COVID-19 Privacy Notice

Physical List of Clergy, Staff and Visitors to Church buildings where 2m physical distancing is not possible.

Name of local Trustee Body: _____ (“the Trustees”)

Church of _____ (“the Building”)

This notice explains how information about you will be used temporarily by the Trustees during the Covid-19 pandemic crisis so we can put in place a list of clergy, staff and visitors to the Building who have been unable to maintain a physical distance of 2m from others, as requested by the Welsh Government in support of the “Test Trace Protect” strategy.

1. Who we are

The Trustees are the data controller (contact details in section 7. below). This means we decide how your personal data is used and why.

2. The information we collect about you and why we need it

We collect your data in order to process your booking of a visit to the Building. However, we are also collecting your data for the purpose of supporting Test Trace Protect, as requested by Welsh Government.

Although we may have your contact details already the Covid-19 pandemic has created a unique situation and additional reasons for us to collect the name and contact telephone number of all clergy, staff and visitors who use/visit the Building and who cannot maintain a physical distance of 2 metres during their use/visit, in order to support Test Trace Protect.

This is specifically in relation to contact tracing, which is the process of identifying, assessing, and managing people who have been exposed to a disease to prevent onward transmission and the investigation of local outbreaks.

In summary, Test Trace Protect:

- provides testing for anyone who has symptoms of coronavirus to find out if they have the virus;
- gets in touch with anyone who has had a positive test result to help them share information about any close recent contacts they have had; and
- alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus.

We are only collecting contact details for those who will not be able to maintain a physical distance of 2m from other people (except members of their own household) during their visit. This will include (for example) those who wish to receive Holy Communion.

This is voluntary, and you can opt out of letting us share your details with Test Trace Protect. We will still accept your online booking.

3. Lawful basis

We will use your information lawfully, as explained below:

- **Consent** – We need your consent in order to collect your name and contact details to process your booking, and to share this with Test Trace Protect if requested. You will give us your consent by providing your details by completing the on-line booking.
- **Explicit consent** – We need your explicit consent to collect your data on the basis that you may have revealed a religious belief by using/visiting our church building/s. You will give us your explicit consent by completing the on-line booking and opting in/indicating “Yes” where requested, or “No” if you do not want us to share you data with Test Trace Protect.

You can withdraw your consent at any time after giving your details by letting us know you no longer want us to keep or share your personal data for the purpose of Test Trace Protect,

however, once we have given your details to Test Trace Protect we will no longer be able to prevent processing. To contact us, please see our contact details at 7 below. We will continue to process your online booking data, unless told otherwise.

4. Sharing your data

Your personal data will be treated as strictly confidential and will only be shared with Test Trace Protect if requested by them. It will only be used for the purpose specified in this Privacy Notice.

5. Data Retention

We will keep your name and telephone number for a maximum of 21 days after the event which you are attending and will dispose of it after this period.

6. Your Legal Rights

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data: -

- The right to be informed about any data we hold about you;
- The right to request a copy of your personal data which we hold about you;
- The right to withdraw your consent at any time, while the church body still has your data;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another.

7. Complaints and queries

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact us using the details set out below.

****[insert contact details]****

You also have the right to lodge a complaint with the Information Commissioners Office. You can contact the Information Commissioners Office on 0303 123 1113 or online: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/> or <https://ico.org.uk/global/contact-us/>