

Data Privacy Notice

Using your personal data in the

Spiritual Direction Network

in Berkshire, Buckinghamshire and Oxfordshire (SpiDir)

The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the “GDPR”) and the Data Protection Act 2018, (the “DPA 2018”)

# Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data.

* Spiritual directors on the *SpiDirLIST of spiritual directors*: You have agreed that your name is published on the *SpiDirLIST* and available to anyone who requests it. The list will include your name, telephone number and email address and general location, gender and whether you charge a fee for spiritual direction; also a short personal statement, written by you.

We also hold your postal address but do not divulge it to anyone other than those on the Holding Group, without your consent.

* For those who have subscribed to the *SpiDir Events List*: We hold your name and email address.

# Who are we?

*The SpiDir Network* is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

# How do we process your personal data?

*The SpiDir Network* complies with its obligations under the GDPR and DPA 2018 by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

* For those who are spiritual directors on the *LIST*
  + To publish your name and details as above on the ‘*SpiDir LIST’* for potential enquirers seeking a director
  + To send you occasional E Newsletters and information about training courses such as Watering the Garden, at the discretion of SpiDir
* For subscribers to the *SpiDir Events List*
  + To send you, at the discretion of SpiDir, information about occasional events for those wanting to go further and deeper on their spiritual journey
  + and initial training courses for spiritual directors

# What is the legal basis for processing your personal data?

* For spiritual directors: your consent to have your name and details on the SpiDir LIST.
* For subscribers to the *SpiDirEvents List*: your consent so that we can keep you informed about news, events, activities and services offered by the *SpiDirNetwork* and related events.
* Data processing is carried out by members of the Holding Group or those specifically delegated by the Holding Group, provided that there is no disclosure to a third party without consent.

# Sharing your personal data

Your personal data will be treated as confidential and if we wish to share your personal data outside the *SpiDir Network*, then we will always seek your consent first.

# How long do we keep your personal data?

We keep data

* For spiritual directors until they come off the *SpiDirLIST*
* For subscribers to *the SpiDir Events List –* until you unsubscribe, which you can do at any time
* For applicants to the training course – until 3 years after the end of the course

# Your rights and your personal data

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 request a copy of your personal data which *the SpiDir Network* holds about you;
* The right to request that *the SpiDir Network* corrects 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 *the SpiDir Network*to retain such data;
* The right to withdraw your consent to the processing at any time;
* The right to request that the data controller provide you the data subject, with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability).
* 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 lodge a complaint with the Information Commissioners Office.

# Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then prior to commencing this process, we will provide you with a new notice explaining this new use 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

To exercise all relevant rights, queries or complaints please in the first instance contact the SpiDir Holding Group via email at info@soulfriend.org.uk or at [www.soulfriend.org.uk](http://www.soulfriend.org.uk).

You can contact the Information 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.