



Privacy Notice for Worshippers about Contact Tracing

The Chapter of Wells Cathedral is a “data controller”. This means that we are responsible for deciding how we collect, hold and use personal information about you.

It is important that you read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you, so that you are fully aware of how and why we are using your data. The privacy notice supplements the other notices and is not intended to override them.

We will collect, hold and use the following categories of personal information about you:

- **Identity Data** includes first name and last name.
- **Contact Data** includes email address and mobile number (landline number where mobile number unavailable).
- **Transaction Data** includes date and time of your visit to Wells Cathedral.

We need this information to pursue a legitimate interest (to help protect the health of our worshippers). The situation in which we will process your personal information are listed below.

- To inform you that, on your visit to Wells Cathedral, you may have come into contact with someone who has COVID-19, and to tell you what to do next; or, by sharing your data with Public Health England (“PHE”), to enable you to be contacted by them for the same purpose. PHE have published a privacy notice for the NHS Test and Trace Service: <https://contact-tracing.phe.gov.uk/help/privacy-notice>.

PHE are required to take appropriate security measures to protect your personal information in line with our policies.

We will only retain your personal information for as long as necessary to fulfil the purposes we collect it for, which is 21 days under the UK Government’s “COVID-19: Guidance for the safe use of places of worship from 4 July” (published 29 June 2020): <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july>.

Your rights

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

- **Object to processing** of your personal information where we are relying on a legitimate (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

In the limited circumstances where you may have provided your consent to the use of your personal information, you have the right to withdraw your consent at any time.

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data, we may not be able to perform the contract.

Contacting us

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO, Ruth Clacee-Rowe, at data@wellscathedral.uk.net. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.