

## Introduction

Welcome to York Minster's privacy notice.

York Minster respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data, including when you visit our website (regardless of where you visit it from), and tell you about your privacy rights and how the law protects you.

You can download a pdf version of the policy [here](#). Please also use the Glossary to understand the meaning of some of the terms used in this privacy notice.

### 1. Important information and who we are

#### Purpose of this privacy notice

This privacy notice aims to give you information on how York Minster collects and processes your personal data, including through your use of our website (including its microsites, such as [tickets.yorkminster.org/webstore/shop/](https://tickets.yorkminster.org/webstore/shop/) and [shop.yorkminster.org](https://shop.yorkminster.org)), and any data you may provide through our website when you purchase a product or service or offer to take part in an activity.

Our website is not intended for children and we do not knowingly collect data relating to children via it except where required by law for the purpose of NHS Test and Trace.

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. This privacy notice supplements the other notices and is not intended to override them. For example, if you are applying for a job, our [candidate privacy notice](#) applies to the data you give us.

#### Controller

The York Minster data controller group comprises the Chapter of York (the governing body of York Minster), York Minster Enterprises Ltd and the St Williams College Trust, plus the separate and independent registered charities, Friends of York Minster and York Minster Fund. These bodies are the controllers and responsible for your personal data. When we mention "York Minster", "we", "us" or "our" in this privacy notice, we are referring to the relevant body in this group responsible for processing your data. The Chapter of York is the controller and responsible for the York Minster website. When we mention "you" or "your" we are referring to you and/or any third party about whom you provide data.

We have appointed a data protection officer (DPO) who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise *your legal rights*, please contact the DPO using the details set out below.

#### Contact details

Our full details are:

Full name of legal entity: the Chapter of York

Name or title of DPO: Peter Young

Email address: [dataprotection@yorkminster.org](mailto:dataprotection@yorkminster.org)

Postal address: Church House, Ogleforth, York YO1 7JN

Telephone number: 01904 557200

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 ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

### **Changes to the privacy notice and your duty to inform us of changes**

This version was last updated in September 2023.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

### **Third-party links**

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

## **2. The data we collect about you**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data** includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender.
- **Contact Data** includes organisation's name, billing address, delivery address, email address and telephone numbers.
- **Financial Data** includes bank account and payment card details.
- **Transaction Data** includes details about payments to and from you and other details of products and services you have purchased or otherwise ordered from us.
- **Technical Data** includes your internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access our website.
- **Profile Data** includes your username and password, purchases or orders made by you, your interests, preferences, feedback and survey responses.
- **Usage Data** includes information about how you use our website, products and services.

- **Marketing and Communications Data** includes your preferences in receiving marketing from us and our third parties and your communication preferences.
- **CV Data** includes data you have given us when you have sent in your CV or applied for a position (see our separate [candidate privacy notice](#) for specific details on how we use this data).

We also collect, use and share **Aggregated Data** such as statistical or demographic data for any purpose. Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does **not** directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy notice.

We do not knowingly collect, via our website, any **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data).

### **If you fail to provide personal data**

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 when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with goods or services). In this case, we may have to cancel a product or service you have with us but we will notify you if this is the case at the time.

## **3. How is your personal data collected?**

We use different methods to collect data from and about you including through:

- **Direct interactions.** You may give us your Identity, Contact, Financial and CV Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:
  - apply for our products or services;
  - create an account on our website;
  - subscribe to our service or publications;
  - participate in an engagement activity;
  - volunteer your services or apply for a job;
  - donate;
  - request marketing to be sent to you;
  - enter a competition, promotion or survey; or
  - give us some feedback.
- **Automated technologies or interactions.** As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, server logs and other similar technologies. We may also receive Technical Data about you if you visit other websites employing our cookies. Please see our [cookie policy](#) for further details.

- **Third parties or publicly available sources.** We may receive personal data about you from various third parties and public sources as set out below:
  - Technical Data from analytics providers such as Google and Facebook based outside the United Kingdom (UK);
  - Contact, Financial and Transaction Data from providers of technical, payment and delivery services such as PayPal and SagePay based outside the UK.
  - Identity and Contact Data from publicly available sources such as Companies House and the Electoral Register (records created for regulatory purposes) and directories on clerics, professionals and trades people (records created for commercial or reference purposes), all of such sources being based inside the UK or EU.
  - Identity and Contact data from publicly available sources, such as Historypin (records created for “sharing, connecting, and collaborating around local history”), based outside the UK.
  - Identity, Contact, Transaction and Usage Data from our property agents such as Wheelwrights Cottages Ltd.

#### 4. **How we use your personal data**

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

See the Glossary below to find out more about the types of lawful basis that we will rely on to process your personal data.

Generally we do not rely on consent as a legal basis for processing your personal data other than in relation to sending third party direct marketing communications to you via email or text message. You have the right to withdraw consent to marketing at any time by [contacting us](#).

#### **Purposes for which we will use your personal data**

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate. **Purposes/Activities, Types of data and Lawful bases marked with an asterisk (\*) do not apply in the case of seating reservations for services.**

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please [contact us](#) if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
To register you as a new volunteer, supporter, customer, contractor, or worshipper	(a) Identity (b) Contact	(a) Performance of a contract with you* (b) Necessary for a legitimate interest (to raise funds to maintain and run York Minster)* (c) Necessary for a legitimate interest (to protect the health of our worshippers)
To notify you about Minster services, activities and events that may be of interest to you, and to provide news on Minster events and news from the wider Church of England.*	(a) Identity* (b) Contact* (c) Marketing and Communications*	(a) Consent*
To process and respond to enquiries about your booking, order, winning bid (in the case of sales by auction) or donation, including  (a) to manage payments, fees and charges, and take bookings (for example, we use Gateway, based in the US, to manage bookings taken via our box office)  (b) to collect and recover money owed to us*	(a) Identity (b) Contact (c) Financial* (d) Transaction (e) Marketing and Communications* and	(a) Performance of a contract with you* (b) Necessary for a legitimate interest (to raise funds to maintain and run York Minster)* (c) Necessary for a legitimate interest (to protect the health of our worshippers) (d) Necessary for our legitimate interests (to recover debts due to us)*
To manage our relationship with you which will include  (a) notifying you about changes to our terms or privacy notice  (b) asking you to leave a review or take a survey*	(a) Identity (b) Contact (c) Profile (d) Marketing and Communications* and	(a) Performance of a contract with you* (b) Necessary to comply with a legal obligation (c) Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services)*
To enable you to partake in a prize draw, competition or complete a survey*	(a) Identity* (b) Contact* (c) Profile* (d) Usage* (e) Marketing and Communications* and	(a) Performance of a contract with you* (b) Necessary for our legitimate interests (to study how customers use our products/services, to develop them and grow our business)*

To enable you to apply for a job*	(a) Identity* (b) Contact* (c) CV*	Taking steps at your request with a view to entering a contract with you. See our separate <u>candidate privacy notice</u> for more details.*
To administer and protect our business and our website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data). For example, our web agencies, Grapple and Transcendit, may access your data when carrying out their services for us.	(a) Identity (b) Contact (c) Technical	(a) Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise)  (b) Necessary to comply with a legal obligation
To deliver relevant website content and advertisements to you and measure or understand the effectiveness of the advertising we serve to you*	(a) Identity* (b) Contact* (c) Profile* (d) Usage* (e) Marketing and Communications* (f) Technical*	Necessary for our legitimate interests (to study how customers use our products/services, to develop them, to grow our business and to inform our marketing strategy)*
To use data analytics to improve our website, products/services, marketing, customer relationships and experiences	(a) Identity (b) Contact (c) Technical (d) Usage	Necessary for our legitimate interests (to define types of customers for our products and services, to keep our website updated and relevant, to develop our business and to inform our marketing strategy)
To make suggestions and recommendations to you about goods or services that may be of interest to you*	(a) Identity* (b) Contact* (c) Technical* (d) Usage* (e) Profile*	Necessary for our legitimate interests (to develop our products/services and grow our business)*
By sharing your data with the Department of Health and Social Care ("DHSC"), to enable DHSC to contact you to tell you that, on your visit to York Minster, you may have come into contact with someone who has COVID-19 and what to do next. DHSC have published <u>a privacy notice for the NHS Test and Trace Service</u> .	(a) Identity (b) Contact (c) Transaction	(a) Necessary for a legal obligation (in relation to people visiting York Minster as a tourism venue)  (b) Necessary for a legitimate interest (to help protect the health of our worshippers)

To undertake background checks in relation to applicants for jobs or volunteer positions*	(a) Identity* (b) Contact*	Necessary for a legal obligation (safeguarding)*
To deal with issues, complaints or disputes arising out of our relationship with you/your business, and to prevent or detect crime, including fraud	(a) Identity (b) Contact (c) Financial* (d) Transaction (e) Technical (f) Usage (g) Profile	(a) Performance of a contract with you* (b) To establish, exercise or defend legal claims

## Marketing

We strive to provide you with choices regarding certain personal data uses, particularly around marketing and advertising.

### Promotional offers from us

We may use your Identity, Contact, Technical, Usage and Profile Data to form a view on what we think you may want or need, or what may be of interest to you. This is how we decide which products, services and offers may be relevant for you (we call this marketing).

You will receive marketing communications from us if you have requested information from us or purchased goods or services from us and, in each case, you have not opted out of receiving that marketing.

### Third-party marketing

We will get your express opt-in consent before we share your personal data with any company outside the York Minster group of companies for marketing purposes.

### Opting out

You can ask us or third parties to stop sending you marketing messages at any time by following the opt-out links on any marketing message sent to you or by [contacting us](#) at any time.

Where you opt out of receiving these marketing messages, this will not apply to personal data provided to us as a result of a product/service purchase, product/service experience or other transactions.

## Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of our website may become inaccessible or not function properly. For more information about the cookies we use, please see our [cookie policy](#).

## Change of purpose

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please [contact us](#).

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## 5. Disclosures of your personal data

We may have to share your personal data with the parties set out below for the purposes set out in the table in paragraph 4 above.

- Internal Third Parties as set out in the Glossary.
- External Third Parties as set out in the Glossary.
- Specific third parties named in the table in paragraph 4 above.
- Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy notice.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

## 6. International transfers

Some of our external third parties are based outside the UK, so their processing of your personal data will involve a transfer of data to countries which are not subject to UK data protection legislation.

We aim not to, but whenever we do transfer your personal data to countries outside the UK, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- The country shall have been deemed to provide an adequate level of protection for personal data by the UK government. For further details, see [Is the restricted transfer covered by 'adequacy regulations'?](#) (Information Commissioner's Office's website).
- Where we use certain service providers, we may use specific contracts approved by the UK government which give personal data the same protection it has in the UK. For further details, see "3. Standard data protection clauses" under [Is the restricted transfer covered by appropriate safeguards?](#) (Information Commissioner's Office's website).

Please [contact us](#) if you want further information on the specific mechanism used by us when transferring your personal data to countries outside the UK.



## **7. Data security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## **8. Data retention**

### **How long will you use my personal data for?**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Details of retention periods for different aspects of your personal data are available in our retention policy which you can request from us by [contacting us](#).

In some circumstances you can ask us to delete your data: see 'Request erasure' below for further information.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

## **9. Your legal rights**

Under certain circumstances, you have rights under data protection laws in relation to your personal data. Please see the Glossary below to find out more about these rights:

If you wish to exercise any of the rights set out above, please [contact us](#).

### **No fee usually required**

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

### **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

## Time limit to respond

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

## 10. Glossary

### LAWFUL BASIS

**Consent** means that you have given clear consent for us to process your personal data for a specific purpose.

**Legitimate Interest** means the interest of our business in conducting and managing our business to enable us to give you the best service/product and the best, safest and most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law). You can obtain further information about how we assess our legitimate interests against any potential impact on you in respect of specific activities by [contacting us](#).

**Performance of Contract** means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract.

**Comply with a legal or regulatory obligation** means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to.

### THIRD PARTIES

#### Internal Third Parties

Other bodies in the York Minster group (comprising the Chapter of York, York Minster Enterprises Ltd and the Trustees of St Williams College, plus the separate and independent organisations, the Friends of York Minster and York Minster Fund) acting as joint controllers or processors and who are based in the United Kingdom and provide services to us or undertake leadership reporting.

#### External Third Parties

- Service providers acting as processors based in the United Kingdom, the US and Australia, who provide IT and system administration services, records management services, event booking coordination services, guided tour services, financial services, background checks, or other similar services.
- Professional advisers acting as joint controllers including lawyers, bankers, auditors and insurers based in the United Kingdom who provide consultancy, banking, legal, insurance and accounting services.
- HM Revenue & Customs, regulators and other authorities acting as joint controllers based in the United Kingdom who require reporting of processing activities in certain circumstances.
- Business partners involved in the contract we have entered with you or one of our activities in which you are participating.

- Market research organisations acting as controllers based in the United Kingdom who conduct research into the tourism industry.

## YOUR LEGAL RIGHTS

You have the right to:

**Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

**Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

**Request erasure** of your personal data. This enables you to ask us to delete or remove personal data 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 data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

**Object to processing** of your personal data where we are relying on a legitimate interest (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 as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

**Request restriction of processing** of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

**Request the transfer** of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

**Withdraw consent at any time** where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.