

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in our possession or likely to come into such possession. 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”).

2. How do we process your personal data?

The diocesan and area bishops comply with their 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:

To exercise our legal and pastoral responsibilities as your diocesan and area bishops. In addition to our general oversight of your ministry, we are responsible for assessing your qualifications and suitability for any particular office or ministry within the diocese, and for making appropriate arrangements for your ministerial development (including ministerial development review).

3. What is the legal basis for processing your personal data?

Processing of data in relation to personal files is a legitimate interest in accordance with my responsibilities under the Canons. These include our general responsibilities as chief pastors of the diocese, in order to be able to develop, support, administer, regulate and manage licensed ministers through their ministry. In so far as any personal data relates to “special categories of personal data” or criminal conviction or offence, the processing of data is also a legitimate activity; it is also needed in order to manage and administer internal functions with those with whom we have regular contact. It is not shared externally outside the institutional bodies that comprise the Church of England without your consent. The exception to this is the provision of Episcopal References and Clergy Current Status Letters (“CCSL”).

Episcopal References and CCSLs are processed on the basis that it is a legitimate interest as established by the Promoting a Safer Church House of Bishops Policy Statement (2017)¹. However, in so far as the personal data contained within the Episcopal Reference and CCSL relates to “special categories of personal data” and criminal conviction and offence data, this will be processed on the basis that it is necessary for reasons of substantial public interest on the basis of UK law. The Episcopal Reference and CCSL will be disclosed both for posts within the Church of England and externally, where you have applied for a ministerial post in another diocese or a church outside the Church of England and is done so in order to protect members of the public from harm, including dishonesty, malpractice and other seriously improper conduct or safeguarding purposes as

established by the Safer Recruitment: Practice Guidance (2016)².

4. Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared only when necessary with institutional bodies that comprise the Church of England for the purposes of administrative functions in connection with your role. If we wish to share your personal data outside the Church of England, then we will always seek your consent first.

5. How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary for the periods and purposes as set out in the attached retention table. Although this table relates to clergy, files for lay ministers are held for the same periods of time. [see p.21 at the following link: <https://www.churchofengland.org/sites/default/files/2018-02/Personal%20Files%20Relating%20to%20Clergy%202017%20revision.pdf>]

6. 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 Bishop holds about you;
- The right to request that the Bishop 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 Bishop 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 object to the processing of personal data, (where applicable). The right to lodge a complaint with the Information Commissioners Office.

7. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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.

8. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Officer, Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF. Tel: 01865 208200. Email: dpo@oxford.anglican.org. 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.

Privacy notice November 2018

¹ <https://www.churchofengland.org/sites/default/files/2017-12/PromotingSaferChurchWeb.pdf>

² https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2_016.pdf