

Privacy Notice for Contractors



We are grateful for the support of all those who serve the Diocese. It helps the diocese to help you if we have all your contact details from the start. It will ensure that you receive appropriate diocesan information and mailings.

1 What is personal data?

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. Who are we?

Oxford Diocesan Board of Finance (ODBF) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

We comply with 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 assess your suitability to provide services to ODBF. This may include reviewing your work history or education, checking qualifications, memberships, insurance, right to work in the UK documentation, taking up references, applying for criminal record clearance, driving licence checks, health screening or checking company/self-employed status, as applicable for the services to be provided.
- To establish and maintain the contract of services between both parties, including the monitoring of assignment outcomes and compliance with the contract of services agreement.
- To process invoices for payment.

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

Processing of data in relation to your volunteering work is necessary in order for us to fulfil our obligations set out in the contract for services.

In so far as any personal data relates to 'special categories of personal data' or criminal conviction or offence, the processing of data is a legitimate activity; in order to assess suitability for a volunteer role and monitor diversity. It is not shared externally outside the institutional bodies that comprise the Church of England without your consent.

5. Sharing your personal data

Your information will be shared internally and seen by authorised ODBF staff for the purposes of managing the contract of services. This will include members of HR, Finance, your manager and members of senior management if access to the data is necessary for the performance of their roles.

ODBF may share your data with third parties in order to obtain pre-employment checks to verify your suitability to provide services. This includes referees and other organisations such as professional bodies necessary to complete checks. Medical checks from our Occupational Health Provider and criminal record checks, obtained from the Disclosure and Barring Service by a third-party organisation, may be required dependent on the services you will be providing. You will be informed before any such checks are applied for.

We don't use your data for any other reason, nor do we sell it to any third parties or use it to contact you about any unrelated services.

6. How long do we keep your personal data?

We keep your data for the duration of the contract for services, plus an additional six years after the agreement has come to an end. It is your responsibility to inform us of any changes to your information, for example, if you move to a new house.

7. Your rights and your personal data

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

- The right to request a copy of your personal data which the ODBF holds about you;
- The right to request that ODBF 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 ODBF 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 ODBF and/or the Information Commissioners Office.

8. 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.

9. 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 <https://ico.org.uk/global/contact-us/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.