The Diocese of Oxford Safeguarding Privacy Notice

The Diocese of Oxford is committed to protecting your personal data. Personal data is any information relating to an identified or identifiable person.

This privacy notice explains what to expect when we collect your personal information to enable us to carry out comprehensive safeguarding procedures in accordance with the House of Bishops' Practice Guidance. There are several policies and procedures which support this privacy notice, these are listed in Section 12 below.

1. Data controller(s)

Depending on the data type and the nature of your relationship with the Church of England within the Diocese of Oxford the data controller(s) are (either individually or jointly):

- The Oxford Diocesan Board of Finance, Church House (Oxford), Langford Locks, Kidlington, Oxford OX5 1GF;
- The Bishop who is responsible for a member of clergy, Licensed Lay Minister, Commissioned Minister or Ordinand;
- The Parochial Church Council and/or the Incumbent of your parish for whom the relevant Privacy Notice will be available locally or on their website.

2. Why we collect and use your personal data

We collect and use your personal information to carry out our safeguarding responsibilities including the following activities:

- Undertaking risk assessments;
- Investigating safeguarding allegations;
- Maintaining records and case files regarding safeguarding incidents and/or investigations;
- Providing training;
- Providing support to individuals involved in safeguarding cases; including assessing the need for counselling;
- Ensuring the safety of those that work for or are employed by the institutional Church of England, including contractors and office holders, members of the Church of England and the public;
- Providing advice to Church of England bodies regarding managing safeguarding incidents or cases;
- Liaising with and responding to public, statutory and regulatory enquiries (including legal and independent reviews and inquiries), local authorities and courts and tribunals;
- Being involved in litigation, dispute resolution and judicial process (including liaison with external advisers);
- Publishing resources, reports and reviews;
- Undertaking research and statistical analysis; and

- Managing archived records for historical and research reasons, including the management and administration of access to our collections.

3. The categories of personal data we collect:

The types of information we process include:

- Name;
- Title;
- Marital status;
- Gender;
- Nationality;
- Job title/position;
- Dates (birth, joined, ordination, education, death etc.);
- Contact information – work and personal (Address; phone numbers);
- Honours;
- Family names and details, including wider family;
- Lifestyle and social circumstances;
- Socio-economic details;
- Employment and appointments;
- Education details;
- Training attendance/certification; and
- Housing needs;

We also process "special categories" of information that may include:

- race;
- ethnic origin;
- politics;
- religion;
- trade union membership;
- health;
- sex life; or sexual orientation; and
- criminal allegations, proceedings or convictions, including DBS status;

We process personal information about:

- current, retired and prospective clergy;
- employees (see wording below);
- volunteers;
- individuals involved in or connected with legal claims, inquiries, reviews and dispute resolution;
- professional advisers and consultants;
- individuals whose safety has been put at risk;
- children and parents/carers;
- complaints of misconduct and unlawful acts;
- details of misconduct and unlawful acts e.g. the nature of any allegations; and
- individuals who may pose a risk.

The following types of documents or correspondence may be processed:

- Records of alerts, notifications, concerns or allegations;
- Disciplinary, case and personal files;
- Risk Assessments;
- Confidential declaration forms;
- Recruitment documentation e.g. DBS checks;
- Training records;
- Referrals;
- Self-referrals;
- Minutes of meetings;
- Correspondence, including letters, emails etc.;
- Telephone call notes;
- Records of enquiries, advice sought or provided;
- Records provided by the police or statutory agencies; and
- Notifications to external parties e.g. police, local authorities, the Charity Commission, insurers etc.

4. The lawful basis for using your information

We collect and use personal data as explained below.

- Legitimate interest – we may need to process your information to undertake safeguarding tasks, including doing all that we reasonably can to ensure that no-one is at risk of harm during Church of England activities.

  Legitimate Interest Assessment

  We have undertaken a Legitimate Interest Assessment which sets out why we have a legitimate interest.

We have a specific purpose with a defined benefit	The consideration of matters which are brought to our attention in order that, amongst other things, we can identify any potential wrongdoing, inappropriate behaviour, or unlawful conduct, and put in place a safer way of working across the Church of England to manage risk.
The processing is necessary to achieve the defined benefit.	Unless we properly appreciate the detail of the matters to which are referred we cannot take steps to ensure that we have provided the most appropriate safeguarding
The purpose is balanced against, and does not override, the interests, rights and freedoms of data subjects.	There is the risk of significant and/or serious harm to others if unsuitable individuals are appointed. This risk is greatest where allegations are not properly addressed. This is balanced against, and does not override interests, rights and freedoms.

  For a copy of the full Legitimate Interest Assessment, please contact our Data Protection Coordinator, whose contact details are set out at section 11 below.

- Legal obligation – we may need to process your information in order to comply with a legal obligation, such as under the Inquiries Act 2005 which may compel us to provide personal data for the purposes of a statutory inquiry, or a referral to the Disclosure and Barring Service under the Safeguarding Vulnerable Groups Act 2006, or an order of a court or tribunal.

Special categories & criminal information

- Substantial public interest (protecting the public against dishonesty etc.) – we may need to process your information where necessary for the protection of members of the public generally against seriously improper conduct, and from any failures in connection with, the Church of England's activities, or for safeguarding purposes.
- This lawful basis is applied in the UK only, with reference to the GDPR Article 9(2)(g), and the Data Protection Act 2018 Schedule 2, paragraph 11. For those based outside the UK in other jurisdictions, they will have to ensure that their Member State law provides similar or equivalent use of 9(2)(g).
- Legal claims – we may need to process your information where there is a legal claim, or in connection with a judicial process.
- Archiving - we may keep your information for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

5. Who we collect from or share your information with:

Where necessary (or required), we collect from or share information with:

- Parishes e.g. Parochial Church Councils (PCCs) and relevant PCC members, diocesan bodies, bishops' offices and cathedrals.
- Links to these documents can be found in Section 12.
- candidates, prospective employees, employees or other staff members (including contractors, workers, consultants and volunteers, including members of any "Core Group")
- legal representatives
- parties and individuals involved in or connected with legal claims, inquiries, reviews and dispute resolution (including mediation and arbitration)
- healthcare, social and welfare organisations or providers of health, social care or welfare services
- educational institutions
- governance bodies and committees
- 3rd party data processors
- local and central government
- both houses of parliament and members of parliament
- regulatory and statutory bodies
- law enforcement and prosecuting authorities
- courts and tribunals and providers of legal services
- members of the judiciary
- charitable, religious and voluntary organisations
- survey and research organisations
- statutory, public, regulatory or other legal or independent reviews or inquiries, including any "lessons learned" reviews

Once your information has been collected by a church body in the Diocese of Oxford it may be used by other church bodies, where necessary, to provide a complete service to you, and we do

this on the lawful bases listed above. It is for this reason that we link your information together, for example, to save you providing your information more than once. Information shared with other church bodies will be shared in accordance with the Church of England Information Sharing Framework and Agreement.

7. Your personal data will not be sent to countries outside the EEA without your consent, and with necessary safeguards.

Church bodies within the Diocese of Oxford will not share your information with countries outside of the UK or EEA without your consent and necessary safeguards.

8. How long do we keep your information?

Data is destroyed immediately when cases cease to be active or in accordance with timescales shown.

- Clergy – 70 years from date of cleric's death[1].
- Lay Church Officers (Someone who is appointed to role on behalf of the Church whether they are ordained or lay – paid or unpaid e.g.: Churchwarden, Parish Safeguarding Officer & volunteers.) – 75 years following end of role[2]. (Safeguarding Record Retention, Church of England, 2017).

Destroying data

- Unwanted documents are shredded
- Electronic data is deleted
- Hard copies are shredded.

9. Security

We are committed to ensuring that your personal data is secure. We limit access to data on a need to know basis and test our security practices and technologies.

Employees and temporary workers are required to follow policies and procedures and complete mandatory training to understand data protection and information security.

If a data breach does occur, we will do everything in our power to limit the damage. In the case of a high-risk data breach, and depending on the circumstances, we will inform you about the breach and any remedial actions to prevent any further damage. We will also inform the Information Commissioner's Office of any qualifying data breaches.

10. Automated Decision Making

Your personal data will not be used for any automated decision making without access to human intervention.

[1] See 'Personal Files Relating to Clergy' page 10 paragraph 34 (May 2018)
[2] See 'Safeguarding Record Retention', Church of England (2017)

11. Your rights

You have the following rights regarding your personal data, subject to exemptions:

- The right to request a copy of your personal data
- The right to rectify your data if you think it is inaccurate or incomplete
- The right to request that your data being erased, in certain circumstances
- The right to restrict processing of your data, in certain circumstances
- The right to request that we transfer your data to you or another organisation, in certain circumstances
- The right to object to our processing of your data if the process forms part of our public tasks, or is in our legitimate interests
- The right to lodge a complaint with ODBF and/or the Information Commissioner's Office

To exercise these rights please contact the Data Protection Co-ordinator using the contact information provided below.

12. Contact Details

Please contact us if you have any questions about this Notice or the information we hold about you or to exercise all relevant rights, queries or complaints at:
Data Protection Co-ordinator, The Diocese of Oxford, Church House (Oxford), Langford Locks, Kidlington, Oxford OX5 1GF Tel: 01865 208763
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/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

13. Reference documents

For further information on the Diocese of Oxford Safeguarding Policy, please see https://www.oxford.anglican.org/safeguarding/

For further information on retention please see Safeguarding Records Retention Toolkit December 2015: https://www.churchofengland.org/sites/default/files/2017-10/Safeguarding%20Records-%20Retention%20Tool%20kit%20-Dec%2015.pdf

For further information on our safeguarding duties and responsibilities, please see Practice Guidance: Safer Recruitment 2016 policy: https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf

Practice Guidance: Responding to, assessing and managing safeguarding concerns or allegations against church officers (2017): https://www.churchofengland.org/sites/default/files/2017-12/Responding%20PG%20V2.pdf

Responding to Safeguarding Concerns or Allegations that relate to Children, Young People and Vulnerable Adults Practice Guidance (2018): https://www.churchofengland.org/sites/default/files/2018-11/Responding%20to%20Safeguarding%20Concerns%20or%20Allegations%20that%20relate%20t o%20Children%2C%20Young%20People%20and%20Vulnerable%20Adults.pdf

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