Privacy Notice for Employees of ODBF (Oxford Diocesan Board of Finance)

DIOCESE OF OXFORD

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. 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?
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.

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 exercise our responsibilities as your employer in line with legislation, your statement of particulars of employment and our policies and procedures. In addition to our general oversight of your employment, we are responsible for assessing your qualifications and memberships, your right to work in the UK, your criminal background (for specific roles only), your ongoing suitability for the role within the diocese and for managing your performance and well-being, including processing absence and health data to inform business decisions and well-being support. We will instruct payment to be made for the work you do and administer relevant benefits.

4. What is the legal basis for processing your personal data?
Processing of data in relation to your employment is necessary to meet our contractual obligations, as set out in your statement of particulars of employment and to meet legal obligations in relation to the employment relationship.

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; in order to assess suitability for a 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 employment relationship, pay and benefits. This will include members of HR, your manager and members of senior management if access to the data is necessary for performance of their roles.

ODBF will share your data with third parties in order to obtain pre-employment checks required for the role. This includes your referees and other organisations such as professional bodies necessary to complete pre-employment checks.

Medical checks from our Occupational Health Provider and criminal records checks required for the role, obtained from the Disclosure and Barring Service by a third-party organisation, will not be sought until a conditional offer of employment has been made.
Data will be shared with our payroll provider and benefit suppliers in order to ensure the management of pay and benefits, such as pension scheme and childcare vouchers.

Data may be shared with our occupational health provider, your GP or a healthcare professional, where health information is required to support your well-being. Additional consent will be required from you before a request for medical information is made.

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 personal data for the duration of your employment with us, plus an additional six years after the employment relationship 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 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 ODBF holds about you;
- The right to request that ODBF correct 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 us 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.
- 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 email https://ico.org.uk/global/contact-us/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.