Privacy Notice for those seeking to discern a call to Licensed Lay Ministry within the Oxford Diocese

We are grateful to those who wish to explore their sense of calling to Licensed Lay Ministry within this 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. 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?

ODBF complies with its 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 work with you in the process of discerning a vocation to LLM and, should you be selected for LLM, to arrange training and placement. This will involve the collection and use of 'special category' data (which may include race, ethnic origin, political affiliation, religious affiliation, health, sex life or sexual orientation).
- To send you invitations to suitable vocations events designed to help you discern your calling.

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

Processing requires legal bases under Article 6 and (since 'special category' data is involved) Article 9 of the GDPR:

- We have a **legitimate interest** (Article 6) to discern candidates who offer themselves for LLM and training, in accordance with the Church of England's national selection processes, taking special care to handle sensitive information with extra care and security.
- We have a **legal obligation** (Article 6) to ascertain your right to work under UK employment law.
- Special category data is processed as part of our **legitimate activity** (Article 9), with appropriate safeguards to keep such data secure and not to share it outside the bodies which constitute the Church of England without your consent.
- Independent of the discernment and training process, we seek **consent** (Article 6) to keep you informed about news, events, activities and services related to vocations and the vocations process.

5. Sharing your personal data

Your personal data will be treated as confidential and will be shared when necessary with the relevant Bishop's office within the Oxford Diocese, Oxford Cathedral, with National Church Institutions and other Dioceses in the Church of England, for the purposes of administrative activity in connection with you discerning a call to LLM, selection, training, placements, and meeting legal requirements for licensing.

Subject to your consent to share, your personal data may be shared outside the Church of England: with Theological Education Institutes and (in the event of transfer) other Anglican Dioceses within the UK and European Economic Area (EEA). If we need to share your personal data with any other organisation, then we will always seek your consent first.

6. How long do we keep your personal data?

We keep your personal data for as long as you are in the discernment process and afterwards, according to protocol from Church of England Ministry Division:

- Candidates who attend a selection day and are not recommended: 10 years after selection after which electronic data is deleted and paper copies are shredded.
- Candidates who withdraw from the process before selection: 5 years after withdrawal, after which electronic data is deleted and paper copies are shredded.
- Where safeguarding concerns have been identified: indefinitely
- Candidates who are licensed: 1 year after licensing after which electronic data and paper copies are passed to the relevant Bishop's office.

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 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 ODBF to retain such data;
- The right to withdraw your consent to the processing at any time, however, should you do this, the discernment process would not continue;
- 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 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.