

## DATA PRIVACY NOTICE

### THE DIOCESE OF LEICESTER

#### 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 the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

#### 2. Who are we?

The Diocese of Leicester 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?

The Diocese of Leicester complies with its obligations under the "GDPR" 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: -

- Enable us to provide a voluntary service for the benefit of the public within the Diocese of Leicester;
- Administer records of: -
  - Clergy;
  - Licensed, authorised and commissioned lay ministers
  - DCC & PCC Officers
  - Eucharistic Ministers (who are authorised to assist with the Chalice at Holy Communion)
  - General, Diocesan & Deanery Synod members
  - Cathedral, DBF and DBE Committees
- Make Diocesan Staff and parish contact details available to members of the public through the Leicester Diocese website
- Fundraise and promote the interests of the Diocese;
- Recruit, support and manage our employees, contractors, volunteers and any other person paid or unpaid who has a role in the Church on a permanent or free-lance basis;
- Maintain our own accounts and records (including the processing of gift aid applications);
- Inform you of news, events, activities and services running either within the Diocese of Leicester or further afield through: -
  - Mailings (by email &/or hard copy)
  - Diomail (a subscription email service from which you can unsubscribe at any time)
  - Mission & Ministry Resources (a subscription email service from which you can unsubscribe at any time)

St Martins House  
7 Peacock Lane  
Leicester  
LE1 5PZ

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

- Explicit consent of you (the data subject) so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events;
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement (e.g. 'where we pass on information to a local authority or the police for safeguarding or other reasons')
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent except as in 5 below and Annex 1
- Generally, we will only hold information relating to criminal proceedings or offences or allegations of offences where there is an overarching safeguarding requirement to process this data for the protection of children and adults who may be put at risk in the Diocese. If we Process any Personal Data comprising criminal convictions, offences or related security measures, we will always have a further lawful basis for such processing. Such lawful basies may include:
  - where the Diocese is exercising obligations or rights which are imposed or conferred by law on us or you in connection with employment, social security and social protection, and the Diocese has an appropriate policy document in place (e.g. to undertake appropriate checks on individuals prior to taking up a role);
  - where it is necessary for the prevention or detection of an unlawful act (e.g. passing on information to the Police or other investigatory body regarding safeguarding concerns);
  - where the Diocese is complying with or assisting others to comply with regulatory requirements relating to unlawful acts or dishonesty (e.g. passing on information to the Police or other investigatory body concerning a case of suspected fraud),
  - where it is carried out in the course of safeguarding children or other individuals at risk e.g. making a safeguarding disclosure to a family member or a dependent as appropriate;
  - where an individual has given their consent to the processing e.g. for a DBS check in the course of recruitment;
  - where the Diocese is establishing, exercising or defending legal claims (e.g. providing information to our insurers or lawyers in connection with legal proceedings);
  - where it is necessary to protect the vital interests of an individual; or
  - where it is carried out in the course of the Diocese's legitimate activities as a not-for-profit body with religious aims (e.g. carrying out pastoral activities)'.

#### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared within the Diocese of Leicester, in order to carry out a service to other church members or for purposes connected with the Diocese, and certain third parties outside of the Diocese as set out in Annex 1 (e.g. with law enforcement agencies for the prevention and detection of crime.'

#### **6. How long do we keep your personal data?**

We keep data in accordance with the guidance set out in the guide "Save or Delete: the Care of Diocesan Records" which is available from the Church of England website at <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>.

#### **7. What information do we hold**

We hold information about your: -

- Education/work history and professional qualifications
- Information obtained as a result of any background checks carried out in respect of your role with the Diocese
- Aany other information which you choose to provide to us or that we are provided by others

- We may also receive Personal Data about you from third parties, for example, your family members, other parishioners, other Dioceses, medical professionals, the Police and other law enforcement bodies

## **8. 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 Diocese of Leicester holds about you;
- The right to request that the Diocese of Leicester 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 Diocese of Leicester to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability).
- 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.

## **9. 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.

## **10. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the DAC Secretary & Database Manager at the above address, telephone number: 0116 261 5332 or <mailto:database@leccofe.org>. Alternatively, 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.

## Annex A

Third parties with whom data will be shared: -

- The **Diocesan Database** is a shared resource between: -
  - The office of the Bishop of Leicester (Bishop's Lodge)
  - The office of the Bishop of Loughborough
  - The Archdeacon of Leicester
  - The Archdeacon of Loughborough
  - The Chancellor for the Diocese of Leicester
  - The Deputy Chancellor for the Diocese of Leicester
  - The Diocesan Board of Education
  - The Diocesan Board of Finance
  - The Diocese of Leicester Academy Trust (a division of the DBE)
  - The Diocese of Leicester Education Trust (a division of the DBE)
  - The Diocese of Leicester Education Services (a division of the DBE)
  - The office of the Diocesan Registrar
  - Launde Abbey
  - Launde Abbey Trust
  - Leicester Cathedral
  - Leicester Cathedral Charitable Trust
  - Leicester Cathedral Music Foundation
  - St Philip's Centre for Study and Engagement in a Multi Faith Society
  - The clergy and DCC / PCC officers within the Diocese
- The contact details of Petitioners and/or applicants on individual applications will be shared, through the **Online Faculty System** (OFS): -
  - The Archdeacon of Leicester
  - The Archdeacon of Loughborough
  - The Chancellor for the Diocese of Leicester
  - The Deputy Chancellor for the Diocese of Leicester
  - The office of the Diocesan Registrar
  - Statutory Consultees (The Church Buildings Council, Historic England, national Amenity Societies and local authorities)to facilitate the consideration of applications for either a Faculty or a Matter not requiring a Faculty under the Faculty Jurisdiction Rules
- **Clergy contact details** will be provided: -
  - Periodically to Crockford's Clerical Directory
  - When necessary, by the Diocesan Property Team to its representatives for the purpose of undertaking works of repair / maintenance of Cathedral / Diocesan clergy housing and the letting of Diocesan properties
  - To the relevant local authority (in respect of Council Tax) and utility companies (in respect of supplies of energy to the property)
- **DCC and PCC Treasurer contact details** will be provided to the Association of Church Accountant and Treasurers (ACAT) so they can send you their quarterly magazine to assist you in your role
- **Contact Details for Cathedral & Diocesan Administration staff, clergy, licensed ministers and parish officers** will be made available through the Diocesan website
- **Contact Details required for the running of General Synod and the associated elections** will be made available to the General Synod Secretariat of the Archbishops' Council
- In compliance with our legal responsibilities