**DATA PRIVACY NOTICE**

**THE DIOCESE OF DURHAM**

**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 UK General Data Protection Regulation (the GDPR).

**2. Who are we?**

The Durham Diocesan Board of Finance Limited (‘DDBF’) is the data controller. This means it decides how your personal data is processed and for what purposes.

**3. How do we process your personal data?**

The DDBF 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 Durham.

• To enable us to meet our legal and statutory obligations

• To carry out comprehensive safeguarding procedures in accordance with best safeguarding practice

• To administer records of: -

* Clergy including those with Permission to Officiate and those in training for ministry.
* Licensed, authorised and commissioned lay ministers.
* Employees
* Readers
* PCC Officers
* General, Diocesan & Deanery Synod members and those eligible to vote in elections to these synods.
* Bishop’s Council and its committees and sub-groups
* Patrons
* Tenants of diocesan properties

• To fundraise and promote the interests of the Diocese.

• To manage our employees and volunteers.

• To maintain our own accounts and records.

• To inform you of news, events, activities, and services running either within the Diocese of Durham or further afield through mailings (by email and/or hard copy).

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

Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such as another organisation in the Church of England). An example of this would be our work to offer support services to clergy, PCCs and parishes. We will always consider your interests, rights, and freedoms.

Some of our processing is necessary for compliance with a legal obligation. For example, data processing will be required to meet our obligations as an Employer, and to meet our safeguarding responsibilities to protect children and adults at risk, such as the National Safeguarding Case Management System operated by My Concern. Other data is processed where necessary for the performance of a contract, for example in relation to employment of staff and to fulfil our duties to office holders.

We will also process your data to assist you in fulfilling your role in the church including pastoral and administrative support or if processing is necessary for compliance with a legal obligation.

Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.

In some cases, we may seek consent to process your information; in such cases data will only be processed in line with the consent you have provided, and this consent may be withdrawn at any time.

 **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared for purposes connected with the Diocese.

We do not share your personal information with third parties without your consent, unless it is for a legitimate business reason, as required by law or other legal processes, or with a secure contractor who carries out data processing operations on our behalf. We never sell your personal information. Annex 1 sets out those partners with whom we would typically share data.

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

Data is retained in line with the Diocesan Data Retention Policy which requires data to be deleted once it is no longer needed.

**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 Diocese of Durham holds about you.

• The right to request that the Diocese of Durham 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 Durham to retain such data.

• The right to withdraw your consent, where consent has been required, 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) (where applicable).

• 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 Commissioner’s Office.

**9. Transfer of Data Abroad**

Any electronic personal data transferred to countries or territories outside the United Kingdom will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or approved contracts. Our website is also accessible from overseas so on occasion some personal data may be accessed from overseas.

**10. Changes to this notice**

We keep this Privacy Notice under regular review, and we will place any updates on the diocesan website (www.durhamdiocese.org). This Notice was last updated in June 2021.

**11. Contact Details**

To exercise all relevant rights, queries, complaints or Subject Access Requests, please in the first instance contact the Data Protection Officer (pastoral@durham.anglican.org) by post at The Diocese of Durham, Cuthbert House, Stonebridge, DURHAM, DH1 3RY.

You have the right to 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 1**

• Third parties with whom data may be shared where it is necessary for the performance of

 their tasks or for them to comply with their legal obligations include: -

* The Bishop of Durham.
* The office of the Bishop of Jarrow.
* The Archdeacons of Auckland, Durham, and Sunderland.
* The Chancellor for the Diocese of Durham.
* The Joint Education Team.
* Theological training institutions
* The office of the Diocesan Registrar.
* The clergy, deanery and PCC officers and role-holders within the Diocese.
* Contractors and agents engaged by the Diocesan Property Team.
* The Diocesan Safeguarding Adviser.
* The Director of IME 2 (employed by Newcastle Diocese) and.
* The Diocesan Communications Adviser.
* The Church Commissioners

• The Diocesan database is managed by the national church and data held within it is shared with: -

* The office of the Bishop of Durham and the Bishop of Jarrow.
* The Archdeacons of Auckland, Durham, and Sunderland.
* Clergy, deanery, and DCC / PCC officers; and
* Role-holders within the Diocese of Durham.

Permissions are granted as appropriate to the role and function of office.

• The contact details of Petitioners for faculties and/or applicants for faculties on individual

 applications will be shared, through the Online Faculty System (OFS): -

* The Archdeacons of Auckland, Durham, and Sunderland.
* The Chancellor for the Diocese of Durham.
* The office of the Diocesan Registrar; and
* 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.
* The National Church Institutions.
* Contractors and agents engaged by the Diocesan Property Team for the purpose of undertaking works of repair and maintenance of Diocesan clergy housing and the letting of Diocesan properties; and
* To the relevant local authority (in respect of Council Tax) and utility companies.

You may find this website helpful

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/what-is-personal-data/>