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CLERGY PERSONAL FILES – PRIVACY NOTICE FROM THE DIOCESAN BISHOP

Using your personal information – ie your personal data

This notice explains how the information about you which I hold in your personal file is used, managed and your rights with respect to that data.

Further guidance can be found in the Personal Files relating to Clergy policy and several other policies and procedures which support this privacy notice, these are listed in the **References** section below.

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 my possession or likely to come into such possession. The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, (the “DPA 2018”).

Who am I?

I, the Right Reverend Sophie Jelley, Bishop of Coventry, am the data controller (contact details below). This means I decide how your personal data is processed and for what purposes.

Why I collect your personal data

I collect and use your personal information to carry out the following activities in order to exercise my legal and pastoral responsibilities as your acting diocesan bishop:-

- general oversight of your ministry;
- assessing your qualifications and suitability for any particular office or ministry within the diocese;
- for making appropriate arrangements for your ministerial development (including ministerial development review).
- ensuring that individuals are protected from harm and for related safeguarding purposes by ensuring that those who pose a risk or are otherwise unfit for ministerial positions, (due to, for instance, dishonesty, malpractice or other seriously improper conduct) are not able to gain access to ministerial posts.

The categories of data I collect

The types of information I process include:

- personal details; contact information; family details; lifestyle and social circumstances; employment and education details; housing needs; and details of misconduct and unlawful acts.

I also process “special categories” of information that may include:

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

I process personal information about:

- current, retired and prospective clergy; individuals involved in or connected with legal claims, inquiries, reviews and dispute resolution; professional advisers and consultants; children and parents; individuals whose safety has been put at risk.

What is the lawful basis for processing your personal data?

I collect and use your data on the following lawful bases:-

A task carried out in the public interest or in the exercise of official authority vested in the data controller (Art. 6(1)(e)) - Processing of the personal data in relation to clergy personal files is carried out on the basis that is necessary for a task carried out in the public interest or the exercise of official authority vested in me by the Canons of the Church of England, in particular, Canons C4 to C12 inclusive, C18 and C30. This includes my general responsibilities as chief pastor of the diocese and in order to be able to develop, support, administer, regulate and manage clergy through their ministry. This may also involve sharing your personal file with another body which is part of the institutional Church of England or Church in Wales if you move to a new role.

As part of my public interest tasks contained in the Canons, I may need to process your information in order to protect individuals from harm and to ensure that no person unfit for a ministerial role gains access to such a position. This will include sharing your personal information in an Episcopal Reference or Clergy Current Status Letter (CCSL).

Legal obligation (Art. 6(1)(c)) – I may need to process your information in order to comply with a legal obligation, such as under the Inquiries Act 2005 which may compel me 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

Consent (Art 6(1)(a)) – I may need to share information contained in your personal file with another church body/organisation outside the Church of England or Church in Wales (other than in relation to the Episcopal Reference and CCSL), I will seek your consent first.

You have the right to withdraw your consent at any time prior to the information being shared.

Special categories of data and criminal conviction data

Legitimate activity (Art. 9(2)(d)) - the processing is a legitimate activity in order to manage, administer and regulate members or former members and/or those with whom I have regular contact.

Substantial public interest (Art 9(2)(g)) - (protecting the public against dishonesty etc.) – I may need to process your information where necessary for the protection of individuals from harm, including dishonesty, malpractice and other seriously improper conduct or for safeguarding purposes or for the prevention or detection of an unlawful act, as established by the Promoting a Safer Church House of Bishops’ Policy Statement (2017) and the Safer Recruitment: Practice Guidance (2016), (see **References** section below). This will include sharing your personal data in an Episcopal Reference and CCSL.

Explicit consent (Art 9(2)(a)) - I may need to share information contained in your personal file with another church body/organisation outside the Church of England or Church in Wales (other than in relation to the Episcopal Reference and CCSL), I will seek your consent first.

You have the right to withdraw your consent at any time prior to the information being shared.

Archiving (Art 9(2)(j)) - I may keep your information for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

Sharing/collecting your personal data

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

Legal claims (Art 9(2)(f)) – I may need to process your information where there is a legal claim or in connection with a judicial process

- You;
- Parishes e.g. Parochial Church Councils (PCCs) and relevant PCC members, diocesan bodies, bishops' offices and cathedrals and other bodies which form part of the institutional Church of England;
- The Church in Wales;
- Other churches outside the institutional Church of England or Church in Wales;
- Educational institutions;
- legal representatives;
- parties and individuals involved in or connected with legal claims, inquiries, reviews and dispute resolution (including mediation and arbitration);
- regulatory and statutory bodies;
- governance bodies and committees
- charitable, religious and voluntary organisations
- law enforcement and prosecuting authorities;
- courts and tribunals and providers of legal services;
- members of the judiciary;
- statutory, public, regulatory or other legal or independent reviews or inquiries, including any "lessons learned" reviews.

How long do I keep your personal data?

I keep your personal data for no longer than reasonably necessary for the periods and purposes as set out in the attached retention table, referred to in the **References** section below:

What security is in place in relation to your personal data?

I am committed to ensuring that your personal data is secure. I 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 annual training to understand data protection and information security.

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

Your rights and your personal data

Unless subject to an exemption under the UK GDPR or DPA 2018, you have the following rights with respect to your personal data: -

- The right to withdraw your consent to the sharing of information in your personal file with another church body/organisation outside the Church of England or the Church in Wales prior to that information being sent.
- The right to request a copy of your personal data which the Bishop holds about you;
- The right to request that the Bishop corrects any personal data if it is found to be inaccurate or out of date;
- 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).

You are not required to pay any charge for exercising your rights. If you make a request, I have one month to respond to you. You can exercise your rights by contacting me at the contact details below.

Further processing

If I wish to use your personal data for a new purpose, not covered by this Privacy Notice, then I 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, I will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries or complaints please contact Christine Camfield, PA to the Bishop of Coventry, The Bishop's House, 23 Davenport Road, Coventry CV5 6PW (email: christine.camfield@bishop-coventry.org)

You have the right to complain to the Information Commissioner's Office (ICO). You can contact the ICO on 0303 123 1113 or view the following webpage <https://ico.org.uk/make-a-complaint/> for further information.

References

[Personal Files Relating to Clergy: Policy for Bishops and their Staff. Approved by the House of Bishops, June 2021](#)

Canons of the Church of England [Church of England Canons - website edition](#)

For further information on retention, please see the retention table on pages 24-26 of Personal files relating to Clergy: Policy for Bishops and their Staff. Approved by the House of Bishops June 2021

For further information on the Church of England safeguarding policy, please see [Promoting a Safer Church Policy Statement](#)

For further information on the Church of England safeguarding duties and responsibilities, please see [Safer Recruitment and People Management Guidance](#)