

DATA PROTECTION IN THE DIOCESE OF EXETER

DATA PRIVACY NOTICE

The Exeter Diocesan Board of Finance Limited (EDBF) is committed to protecting and respecting your privacy. This document sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

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") the Data Protection Act 2018, (DPA 2018),

2. Who are we?

Exeter Diocesan Board of Finance Limited (EDBF) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

Please be aware that clergy, the office of the Bishop and Parochial Church Councils (PCCs) are separate legal entities.

3. How much information do you hold about me?

It is likely that for most people we will hold only a small amount of your personal data. This will generally be data you have given us, and relevant information collected mostly from parishes to enable you to carry out your role. However, because this Notice is for everyone, the list under section 4 outlines the purposes for which we use personal data. We may sometimes hold special categories of personal data such as information about your health and wellbeing, religious beliefs, or in the case of background checks, information about criminal records or proceedings. We may also receive personal data about you from third parties, for example, your family members, other parishioners, other diocese or external agencies.

4. How do we process your personal data?

EDBF complies with its obligations under the DPA 2018 and 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 Exeter;
- Administer records of: -
 - Clergy;
 - Readers;
 - Pastoral Assistants
 - Pioneers
 - Deanery, Benefice, DCC (District Church Council), & PCC (Parochial Church Council) Officers (including but not limited to PCC Secretaries, PCC Treasurers and Churchwardens);
 - Eucharistic Ministers (who are authorised to assist with the Chalice at Holy Communion)
 - General, Diocesan & Deanery Synod members
 - Cathedral,
 - Diocesan Board of Finance Committees
 - Diocesan Board of Education Committees
- To fundraise and promote the interests of the Diocese;
- To manage our employees and volunteers;
- 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 Exeter or further afield through: -
 - Mailings (by email &/or hard copy)
 - MailChimp (a subscription email service from which you can unsubscribe at any time)

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

- Explicit consent of 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
- 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 A

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared between the employees of the Exeter Diocesan Board of Finance, 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 A.

In order to enable members of the public and colleagues to contact licensed clergy, clergy with Permission to Officiate (PTO) and Readers we will share limited contact details via the directory on our website. However, those with PTO or Readers can choose to not appear in the directory and licensed clergy can limit the details to name and contact number.

7. 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>.

8. Your rights and your personal data

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

- The right to request a copy of your personal data which the EDBF holds about you
- The right to request that the EDBF 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 EDBF 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 Commissioner's 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 or complaints please in the first instance contact:

Annemarie Kendell
Executive Assistant to the Diocesan Secretary
Exeter Diocesan Board of Finance Limited
The Old Deanery, Exeter EX1 1HS

Telephone: 01392 294901
Email: dataprotection@exeter.anglican.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 Exeter
- The office of the Bishop of Crediton
- The office of the Bishop of Plymouth
- The Archdeacon of Barnstaple
- The Archdeacon of Exeter
- The Archdeacon of Plymouth
- The Archdeacon of Totnes
- The Chancellor for the Diocese of Exeter
- The Deputy Chancellor for the Diocese of Exeter
- The Diocesan Board of Education
- The Diocesan Board of Finance
- The office of the Diocesan Registrar
- Clergy within the Diocese of Exeter
- Parochial Church Council officers within the Diocese of Exeter
- District Church Council officers within the Diocese of Exeter
- Exeter Diocesan Education Network
- The Bishop's Retired Clergy officers
- Clergy Widows and Widowers officers

Clergy contact details will be provided: -

- Periodically to Crockford's Clerical Directory
- The Church of England National Church Institutions
- When necessary, by the Diocesan Property Team to its representatives for the purpose of undertaking works of repair and maintenance of church schools, Diocesan buildings, 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)
- To the relevant pension providers
- To statutory agencies and authorities in relation to safeguarding
- For an annual digital directory emailed in a PDF format to all clergy/leaders in compliance with our legal responsibilities

The contact details of Petitioners and/or applicants on individual applications will be shared, through the **Online Faculty System (OFS)** with -

- The Archdeacon of Barnstaple
 - The Archdeacon of Exeter
 - The Archdeacon of Plymouth
 - The Archdeacon of Totnes
 - The Chancellor for the Diocese of Exeter
 - The Deputy Chancellor for the Diocese of Exeter
 - The Office of the Diocesan Registrar
 - The DAC Committee
 - The DAC Advisers
 - Statutory Consultees (The Church Buildings Council, Historic England, national Amenity Societies and local authorities)
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In accordance with Church Representation Rules: -

- Electoral Registers will be made available to duly qualified candidates
- Names of voters will be made publicly available

School Governor details will be shared with: -

- Babcock LDP who themselves administer governor appointment records for all schools in Devon

Learn Teach Lead RE details will be shared with: -

- Hub leaders and sponsors
- Devon SACRE
- Torbay SACRE
- Plymouth SACRE
- Cornwall SACRE
- Truro Diocese
- Internal and external evaluators

In compliance with our legal responsibilities.

Specifically named individuals when required for ministry development review, training and support.

Sometimes the Board contracts with third parties whom we ask to process personal data on our behalf (e.g. IT consultants). We require these third parties to comply strictly with the instructions and with the Data Protection Act 2018. ***Key data processors*** are: -

- East Devon Computers (IT and Database consultant)
- Bluegrass (IT support)
- Michelmores (HR advisors)
- Clergy Pensions - Church Commissioners
- Lake Financial Services (Finance and Property Services)
- BACS (Finance)
- NatWest Bankline (Finance)

The Exeter Diocesan Board of Finance will share data with its statutory auditors, as required under the various provisions of the Charities Act 2011 and the Companies Act 2013.
