

# DATA PRIVACY NOTICE

## THE DIOCESE OF YORK

### 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 York Diocesan Board of Finance Ltd (YDBF) 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 YDBF 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 York;
- To enable us to meet all 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
  - Licensed, authorised and commissioned lay ministers
  - Employees
  - Readers
  - DCC & PCC Officers including PSRs
  - Recognised Parish Assistants
  - Children, Youth and Family workers employed by deaneries, benefices and/or parishes
  - Eucharistic Ministers (who are authorised to assist with the Chalice at Holy Communion)
  - General, Diocesan & Deanery Synod members
  - Cathedral, DBF and DBE Committees
  - Students enrolled with the York School of Ministry
  - Patrons
  - Headteachers, School Governors and School Inspectors
  - 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 (including the processing of gift aid applications);
- To inform you of news, events, activities and services running either within the Diocese of York 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 safeguarding work to protect children and adults at risk. We will always take into account your interests, rights and freedoms.

Some of our processing is necessary for compliance with a legal obligation. For example, data processing will be required in order to meet our obligations as an Employer or as an Education & Training provider.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the management and inspection of our schools.

We will also process your data in order 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.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use. An example of this would be where you have signed up to receive a newsletter e.g. The Mailing, the information for which will be used only for that purpose.

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

Your personal data will be treated as strictly confidential and will only be shared within the Diocese of York, 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.

## **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>.

Paper copies are available on request from the office. In general, we will endeavor to keep data only for as long as we need it. This means that we may delete it when 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 York holds about you;
- The right to request that the Diocese of York 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 York 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 Commissioners Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy 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. Transfer of Data Abroad**

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) 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 [www.dioceseofyork.org.uk/gdpr](http://www.dioceseofyork.org.uk/gdpr). This Notice was last updated in January 2020.

## **11. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Privacy Co-ordinator: [kirsty.mccullough@yorkdiocese.org](mailto:kirsty.mccullough@yorkdiocese.org) or on 01904 699500 or by post at The Diocese of York, Amy Johnson Way, Clifton Moor, York, YO30 4XT.

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 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: -
  - The office of the Archbishop of York
  - The Bishops of Hull, Selby, Whitby and Beverley
  - The Archdeacons of Cleveland, the East Riding and York
  - The Chancellor for the Diocese of York
  - The Deputy Chancellor for the Diocese of York
  - The Diocesan Board of Education
  - The Diocese of York Education Trust (a division of the DBE)
  - DBE Services Ltd
  - The office of the Diocesan Registrar
  - York Minster
  - Wydale Hall
  - York Theological Education Partnership (YTEP)
  - The clergy, deanery and DCC / PCC officers and role-holders within the Diocese
  - When necessary, by the Diocesan Property Team to its representatives for the purpose of letting Diocesan properties
  
- The [Diocesan Database](#) is a YDBF resource shared with:-
  - The office of the Archbishop of York
  - The Bishops of Hull, Selby, Whitby and Beverley
  - The Archdeacons of Cleveland, the East Riding and York
  - York Minster
  - Clergy, deanery and DCC / PCC officers
  - Role-holders within the Diocese of York

Access is granted only to those listed above and permissions are granted 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 Cleveland, the East Riding and York
  - The Chancellor for the Diocese of York
  - The Deputy Chancellor for the Diocese of York
  - 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
  - The National Church Institutions
  - 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)
  - In compliance with our legal responsibilities

If there is a need to share your personal data outside the Church of England, this will be done with your consent, unless required by other lawful obligations.