



Personal data/GDPR

What is personal data?

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").

How do we process your personal data?

The Diocese in Europe is a data controller. This means it decides how your personal data is processed and for what purposes. The Diocese in Europe 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 in Europe;
- Administer records of: -
 - o Clergy;
 - o Readers;

- o Pastoral Assistants
- o Postulants and Ordinands
- o Lay Chaplains and Lay Pastors
- o Chaplaincy Council (CC) Officers
- o Worship Leaders
- o Eucharistic Ministers (who are authorised to assist with the Chalice at Holy Communion)
- o General, Diocesan & Deanery Synod members
- o Cathedral and DBF Committees
- o Diocesan Board of Finance staff, contractor and volunteers (DBF)
- o The Suffragan Bishop in Europe Office staff, contractors and volunteers
- o The Bishop in Europe office staff, contractors and volunteers
 - Fundraise and promote the interests of the Diocese;
 - Manage the “Friends of the Diocese” members;
 - 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 in Europe or further afield through: -
- o Mailings (by email &/or hard copy – from which you can unsubscribe at any time)

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;
- 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 per below and Annex A.

Sharing your personal data

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

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>.

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 in Europe holds about you;
- The right to request that the Diocese in Europe 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 in Europe 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 Commissioner’s Office.

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.

Contact Details

To exercise all relevant rights, please send an email to europa.dpa@churchofengland.org or address your enquiry by post marked 'Data Protection' to 14, Tufton Street, London SW1P 3QZ

You can contact the Information Commissioners Office: (Tel) 0044 (0)303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> The Information Commissioner's Office address is: Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Annex A

The parties among whom data may be shared are: -

- The office of the Diocesan Board of Finance
- The Office of the Bishop in Europe
- The Office of the Suffragan Bishop in Europe
- The Archdeacon of the East
- The Archdeacon of Germany and Northern Europe
- The Archdeacon of France
- The Dean of Gibraltar
- The Archdeacon of Gibraltar
- The Archdeacon of Italy and Malta
- The Archdeacon of North-West Europe
- The Archdeacon of Switzerland
- The Area Deans within the above referenced Archdeaconries
- The Chancellor for the Diocese in Europe
- The Diocesan Board of Finance: Finance, Personnel and Audit Committee
- The Diocesan Communications Committee
- The Diocesan Safeguarding Advisory Committee
- The Diocesan Ministry Team
- The Diocesan Spirituality Director

- The Diocesan Adviser in the Ministry of Deliverance
 - The Diocesan Adviser for Women's Ministry
 - The Diocesan Liturgical Officer
 - The Diocesan Environment Officer
 - The Diocesan Retirement Officer
 - The Honorary Secretary of the Friends of the Diocese
 - The Office of the Diocesan Registrar
 - Gibraltar Cathedral, Malta Pro-Cathedral and Brussels Pro-Cathedral
 - The licenced clergy and CC officers within the Diocese
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- Clergy contact details will be provided: -
 - o Periodically to Crockford's Clerical Directory
 - o In compliance with our legal responsibilities
 - Reader contact details will be provided:
 - o Periodically to the Central Readers' database