

DATA PROTECTION IN THE DIOCESE OF TRURO

DATA PRIVACY NOTICE

The Truro Diocesan Board of Finance Limited (the Board) 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").

2. Who are we?

The Board is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes. Please note that this Privacy Notice includes the Office of the Bishop of Truro at Lis Escop in its' scope.

3. How do we process your personal data?

The Board 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 enabling you to exercise your rights in regards to your personal data in accordance with requirements of the GDPR;
- 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 administer records of: -
 - All Authorised Ministers to include Licensed Clergy, Retired Clergy, Clergy with Permission to Officiate; Curates and Ordinands.
 - Lay Readers;
 - Local Worship Leaders and Local Pastoral Ministers;
 - DCC, Deanery, Benefice, Cluster & Parish Officers;
 - General, Diocesan & Deanery Synod members;
 - TDBF and DBE Committees;
 - Church School staff and governors including Head Teachers, Chair of Governors, Clerks to Governors, Community Clerks, Community Governors, Deputy Head Teachers, Education Consultants, Heads of School, CEOs of MATs, MAT Trustees, MAT members, School Secretary's and School Governors;
 - Chaplains;

- Cathedral Staff and role holders;
 - Patrons of benefices;
 - The Diocesan Registrar;
 - Members of the Bishop's Diocesan Council and members of other boards and committees to include:
 - Diocesan Board of Education
 - Askel Veur
 - Property Management
 - Glebe
 - Investment
 - Diocesan Advisory Committee (DAC)
 - And other service committees;
- To promote the interests of the Diocese and to share information on how the income (MMF) to support the work of the church and to aid ministry is used;
 - To manage our employees and volunteers;
 - To maintain our own accounts and records (including the processing of gift aid applications);
 - To inform you of updates on financial matters and legal matters; training events such as safeguarding and data protection; news, events, activities and services running either within the Diocese of Truro or further afield through:
 - Mailings (by email &/or hard copy)
 - Newsletters (subscription services to which you must opt in to receive and from which you can unsubscribe at any time)

4. 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 (usually in regards to the Church Representation Rules);
- Processing is necessary for compliance with a legal obligation;
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller;
- 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 set out set out in 5 below

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared between the officers of the Diocese of Truro, 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>

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 Board holds about you;
- The right to request that the Board 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 Truro 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 Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this 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. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact Esther Pollard, the Diocesan Secretary on 01872 274351 or via esther.pollard@truro.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 Truro (at Lis Escop)
 - The Archdeacon of Cornwall
 - The Archdeacon of Bodmin
 - The Chancellor for the Diocese of Truro
 - The Diocesan Board of Education
 - The Truro Diocesan Board of Finance Limited at Church House
 - The Property Management Agents (currently Savills)
 - The office of the Diocesan Registrar
 - The Legal Advisors to the Truro Diocesan Board of Finance Limited
 - Truro Cathedral

- The Church Commissioners Statistical Office (Statistics for Mission, Return of Parish Finance forms)
 - Clergy Payroll
 - The Pensions Board
 - Charities Commission
 - Companies House
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- The contact details of Petitioners and/or applicants on individual applications will be shared, through the **Online Faculty System** (OFS): -
 - The Archdeacon of Cornwall
 - The Archdeacon of Bodmin
 - Office of the Diocesan Advisory Board Secretary (DAC Secretary)
 - The Chancellor for the Diocese of Truro
 - 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
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- **Clergy contact details** will be provided: -
 - To the Clergy Payments Department
 - Periodically to Crockford's Clerical Directory
 - When necessary, by the Diocesan Property Management Agents (currently Savills) for the purpose of undertaking works of repair / maintenance of Diocesan parsonages 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)
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- In compliance with our legal responsibilities