



## **The Chelmsford Diocesan Board of Finance General Privacy Notice**

### **Introduction**

The Church of England comprises many different Charities and Office Holders; it is a community rather than an organisation. The Diocese of Chelmsford itself is made up of multiple charities, one of which is the Chelmsford Diocesan Board of Finance (“CDBF”, “we”, “our”). The CDBF is the legal entity through which many of the diocesan responsibilities and functions are achieved.

This privacy notice applies to all personal data, including special or sensitive personal data, processed by the CDBF in relation to all clergy, licensed and authorised lay ministers, parish officers and role holders, school contacts and other regular contacts (“you”, “your”). Please note that this notice covers a wide range of processing activities and therefore not all of its contents may be relevant to you. The CDBF is quite a broad and diverse organisation and therefore there are some areas of our work which have dedicated privacy notices in order to better explain the processing of personal data in each context. These can also be downloaded from this webpage - <http://www.chelmsford.anglican.org/data-protection-and-privacy>

Your personal data may be processed by members of diocesan staff or volunteers for purposes connected with diocesan business including the following: -

- To support the mission and ministry of the Church of England and enable us to provide charitable services for the benefit of the public in the Diocese of Chelmsford (Essex and East London);
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services happening throughout the Diocese;

Appendix I sets out in more detail the general purposes for which personal data of people in particular categories is processed by the CDBF.

A CCTV system is in operation at the Diocesan Office and some satellite offices for safety and security visitors and the prevention and prosecution of crime. The car registration numbers of users of the Diocesan Office car park are collected in order to monitor and ensure that the car park is being used by genuine users.

### **What is the legal basis for processing your personal data?**

We may process personal data under a variety of legal grounds. These may include:

- Processing in the legitimate interests of the CDBF or the legitimate interests of a related third party,

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- Processing to comply with a legal obligation,
- Processing in order to fulfil a contractual obligation or pre contractual obligation,
- Processing in a person's vital interest,
- Processing where consent has been obtained.

Unless otherwise stated in Appendix I we process your personal data in the course of our legitimate activities as a not-for-profit body with a religious aim. Appendix I sets out our common data processing activities with legal grounds.

### **Sharing your personal data**

Contact details for clergy, readers, licensed lay ministers, deanery officers and General Synod representatives appear in the Diocesan Directory and on the Diocesan website. Contact details for parish officers (Churchwardens and District Churchwardens, PCC and District Secretaries, PCC and District Treasurers) appear in the printed directory only. Individuals are asked to indicate their consent as to whether they wish to appear in these publications and, if so, what personal data they wish to be displayed (there is the option to provide a 'care of' address such as a parish office for publication purposes).

The names of the members of the Diocesan Synod, Bishop's Council, Vacancy in See Committee, Diocesan Board of Patronage, Diocesan Board of Education, the Area Mission and Pastoral Committees and all the sub committees of the Finance Committee appear on the Diocesan website.

Your personal data may be shared with other data controllers within the Church of England such as National Church Institutions, the Bishop of Chelmsford and Area Bishops and their staff and advisers, Deanery Officers, the Dean and Chapter of Chelmsford Cathedral, Parochial Church Councils within the Diocese and other clergy or lay people licensed or authorised within the Diocese. Personal data of stipendiary clergy and lay workers is shared with the National Church for payment of stipend and the Church of England Pension Board for administration of pensions.

Personal data may be shared with third party service providers, principally:

- Twist Interactive Design Limited, who manage the diocesan website and some social media functions,
- Winckworth Sherwood, who fulfil the Diocesan Registry and provide legal advice to the CDBF.
- Chapel Studios, who provide our main database (myDiocese),
- HCOMS, who provide our property database and our online personal data collection for clergy, parish officers and other role holders,
- Mail Chimp, through which we coordinate email communications such as the e-bulletin,
- Eventbrite, through which events and training are booked,
- Merlio, who keep a record of bookshop customers,
- YellowSpring, who provide backup services for our data,
- thirtyone:eight an independent Christian safeguarding charity, who conducts Disclosure and Barring Service ("DBS") checks on our behalf as well as other safeguarding support services.

We support prayer through our Cycle of Prayer and 'We Pray'. Names and roles of Clergy, Readers, Licensed Lay Ministers, Chaplains and Headteachers of Church Schools are published

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in a printed publication and electronic version as well as through Twitter, Facebook and Instagram.

Personal details may be shared with agents, contractors or consultants working on behalf of the CDBF, for example, the Property Team share relevant personal data relating to clergy who are housed by the CDBF and tenants in CDBF properties with contractors in order for them to fulfil obligations over housing improvement and repair.

The Diocesan Board of Education may share data with Church Schools, church Multi Academy Trusts, notably the Vine Schools Trust and the Chelmsford Diocesan Education Trust. They may also share data with their governance consultants.

Personal Data for those in the diocesan discernment process is shared with those conducting relevant interviews and enquiries.

Otherwise, we will only share your data with third parties with your consent.

### **How long do we keep your personal data?**

We keep data in accordance with the guidance set out in the guide “Save or Delete: Care of Diocesan Records” which is available from the Church of England website <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>.

Specifically, we retain personal data in accordance with Appendix 2.

### **Your rights and your personal data**

Subject to certain conditions, and in certain circumstances, you have the right to:

- request access to your personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information we hold about you
- request rectification of your personal information if it is incorrect - this enables you to have any inaccurate or incomplete personal information we hold about you corrected
- request the erasure of your personal information - this enables you to ask us to delete or remove your personal information where there's no compelling reason for its continued processing, e.g. it's no longer necessary in relation to the purpose for which it was originally collected
- restrict the processing of your personal information - this enables you to ask us to suspend the processing of your personal information, e.g. if you contest its accuracy and so want us to verify its accuracy
- object to the processing of your personal information - this enables you to ask us to stop processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground.

If you wish to exercise any of these rights, please contact our data protection coordinator. We may need to request specific information from you in order to verify your identity and check your right to access the personal information or to exercise any of your other rights. This is a security measure to ensure that your personal information is not disclosed to any person who has no right to receive it.

### **Transferring personal information abroad**

The CDBF does not generally transfer personal data abroad. Where data transfer abroad is required, for example in relation to our international link dioceses, separate consents will be sought. Data will only be shared where equivalent protection of personal rights can be complied with through international agreements.

### **Complaints**

If you believe that the CDBF has not complied with your data protection rights, please contact our data protection coordinator. You also have the right to complain to the UK Information Commissioner's Office ("ICO") at any time. The ICO is the UK supervisory authority for data protection issues and contact details can be found on the ICO website [www.ico.org.uk](http://www.ico.org.uk)

### **Changes to this privacy notice**

The CDBF reserves the right to update or amend this privacy notice at any time. We keep this privacy notice under regular review and we will place any updates on this web page: <http://www.chelmsford.anglican.org/data-protection-and-privacy>

### **How to Contact us**

If you have any questions about this privacy notice or how we handle your personal information, please contact our data protection coordinator, Nathan Whitehead, through one of the following ways:

Mail:           The Chelmsford Diocesan Board of Finance  
                  53 New Street  
                  Chelmsford  
                  Essex, CMI IAT

Telephone:   01245 294412

Email:         [dataprotection@chelmsford.anglican.org](mailto:dataprotection@chelmsford.anglican.org).

## **Appendix I: Details of purposes for data processing**

### ***Clergy, Readers and Licenced Lay Workers and Ministers***

- for a record of your appointment to be maintained on the diocesan database;
- for the administration of the payroll for stipendiary clergy and stipendiary lay posts;
- to include contact details (addresses, telephone numbers and emails) for the Clergy, Readers, Licensed Lay Ministers, in the Diocesan Directory in printed form and the Online Directory;
- to fulfil legal obligations relating to Continuing Ministerial Development, such as Ministerial Development Review, training and grants;
- to communicate with you with information relevant to your role and training opportunities;
- to fulfil legal obligations to maintain electoral registers for synodical elections;
- to fulfil legal obligations in relation to pastoral reorganisation (including Bishop's Mission Orders and church closure);
- to fulfil legal obligations as housing provider for ecclesiastical office holders who receive housing in the performance of their duties;
- to fulfil legal obligations and our legitimate interests relating to the safeguarding of children and adults at risk, including safer recruitment processes;
- to fulfil legal obligations for any clergy or laity sponsored under Tier 2 (Minister of Religion) or Tier 5 (Charity Workers) of the Points Based System.

### ***Authorised Ministers (including Pastoral Assistants, Youth, Children and Families workers, Evangelism Enablers and Locally Authorised Preachers)***

- for a record of your authorisation to be maintained on the diocesan database;
- to communicate with you with information relevant to your role and training opportunities.

### ***Parish Officers (including Churchwardens and District Churchwardens, PCC and DCC Secretaries, PCC and DCC Treasurers and Gift Aid Secretaries)***

- for a record of your appointment to be maintained on the diocesan database;
- to communicate with you with information relevant to your role and training opportunities;
- to include contact details (addresses, telephone numbers and emails) for the parish officers in the Diocesan Directory in printed form only;
- to fulfil legal obligations of the Archdeacon in relation to their annual Visitations to parishes within the Diocese;
- to fulfil legal obligations in relation to pastoral reorganisation (including Bishop's Mission Orders and church closure);
- to fulfil legal obligations and our legitimate interest relating to the safeguarding of children and adults at risk, including safer recruitment processes
- to fulfil legal obligations on the CDBF during a vacancy (sequestration);
- to complete data collection exercises carried out in our legitimate interest or at the request of the National Church, such as 'Statistics for Mission' and Parish Finance Return;
- to administer the Parish Accounting Service;

### ***Those who hold elected offices (Deanery Synod, Diocesan Synod and its committees and General Synod)***

- for a record of your membership to be maintained on the diocesan database;
- to fulfil legal obligations to maintain electoral registers for synodical elections;
- to administer functions relating to the Diocesan Synod and various committee of the Synod;

**Diocesan Board of Education**

- for a record of Headteachers, Clerk and Governors of Church of England Schools to be maintained on the diocesan database;
- to fulfil legal obligations placed on the Diocesan Board of Education by the Diocesan Board of Education Measure 1991;
- for the administration of the sub committees of the Diocesan Board of Education.

**Diocesan Advisory Committee (DAC)**

- for the administration of the DAC and its sub committees.
- for the provision of advice from members and advisers of the DAC
- for the legal obligations place of the DAC by the Care of Churches and Ecclesiastical Jurisdiction Measure (1991),
- for the maintenance of an approved list of Architects;
- for the maintenance of a list of contractors who have carried out work to church buildings.

**Bookshop and Print Unit customers**

- for transactions with the Chelmsford Christian Bookshop and the Chelmsford Diocesan Print Unit;

**Those serving in parish roles which require a DBS check – for more information please see the CDBF safeguarding privacy notice.**

- to fulfil legal obligations and our legitimate interest relating to the safeguarding of children and adults at risk, including safer recruitment processes
- as 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.

**Those in training**

- to support procedures relating to vocations for ordained and lay ministries;
- for administrative purposes in relation to courses and other optional training opportunities, for example, Course in Christian Studies;

**Tenants in CDBF properties**

- to fulfil legal obligations as housing provider for tenants in DBF properties, including Glebe property;

**Recipients of grants**

- for payment of the grants;
- to maintain a record of grants applications;
- to evaluate the projects to which grants have been awarded.

**Communications contacts**

- distributors list, for distribution of Diocesan publications.
- parish Magazine and website editors, for resourcing by providing content for publications.
- legitimate interest to support prayer through the publishing of the Cycle of Prayer and 'We Pray'.

**Appendix 2: Retention Schedules**

<b>Category</b>	<b>Retention Period</b>
Beneficed and licensed clergy, Licensed Lay Workers and clergy with Permission to Officiate	Until notice of death
Licence Lay Ministers and Readers and Laity with Permission to Officiate	For duration of licence/ permission to officiate + 10 years.
Parish Officers (Churchwardens/District Wardens, PCC/DCC Secretaries, PCC/DCC Treasurers and Gift Aid Secretaries)	For term of office
Members of Diocesan Synod and Deanery Synod	For duration of membership
Youth, Children and Families Workers	For duration of appointment
Parish Safeguarding Representative	For duration of appointment
Authorised Ministers (including but not limited to Evangelism Enablers, Authorised Local Preachers, Pastoral Assistants)	For duration of authorisation + 10 years.
Those in training for Authorised Ministry	For duration of training + 5 years
Students on Diocesan training courses (Course in Christian Studies, PA Foundation Course RPCC, Certificate of Evangelism)	For duration of the course + 5 years
Candidates for Ordination	For duration of training + 5 years or 5 years from the last time of contact.
Diocesan Advisory Committee Members and Advisers	For duration of term or appointment + 7 years since last expense claim
DAC Contractors list	For as long as they wish to remain on the list
Architects (approved list)	For as long as they wish to remain on the list + 7 years from last fee paid
Amenity society representatives	For as long as they hold that role
Church School Governors	For duration of appointment
Church School Clerks	For duration of appointment
Church School Headteachers	For duration of appointment
DBS applicants	5 years or until DBS renewal is complete whichever comes first
DBS Trace Risk assessments	Until data subject is deceased.
DBS church workforce database	Until the data subject leaves the organisation
Safeguarding Case file Library	Indefinitely (unless a child in which case until 21 years of age). If victim, retained until deceased.
Safeguarding training participants	3 years or until the training has been renewed
Safeguarding Duty manager database	Indefinitely (unless a child in which case until 21 years of age). If victim, retained until deceased.
Safeguarding Online training reports	One month
Commercial Tenants in CDBF properties	For duration of tenancy + 10 years
Bookshop transactions	7 years from point of sale
Parish Magazine Editors	For as long as they wish to remain on the list
Distributors	For as long as they wish to remain on the list + 7 years from last fee paid

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Mission Opportunity Fund Grant Recipients	Until the grant money has been fully claimed + 7 years
London Over the Border Grant Recipients	Until the grant money has been fully claimed + 7 years
Feasibility Study Grant Recipients	Until the grant money has been fully claimed + 7 years
Parish Accounting Service Donations/Finance Coordinator Database	7 years from the end of the last financial year
Trusts database	Until the trust is expended + 7 years