

LLM Personal Files - Privacy Notice from the Bishop of Ely

This notice explains how the information about you which I hold in your personal file is used, managed and your rights with respect to that data.

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 my possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the “GDPR and the Data Protection Act 2018, (the “DPA 2018”)

Who am I?

I, Stephen Conway as the Bishop of Ely in his corporate capacity, am the data controller (contact details below). This means I decide how your personal data is processed and for what purposes.

How do I process your personal data?

I comply with my obligations under the GDPR and DPA 2018 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.

I use your personal data for the following purposes: -

To exercise my legal and pastoral responsibilities as your diocesan bishop. In addition to my general oversight of your ministry, I am responsible for assessing your qualifications and suitability for any particular office or ministry within the diocese, and for making appropriate arrangements for your ministerial development (including ministerial development review).

What is the legal basis for processing your personal data?

Processing of the personal data in relation to ministers’ personal files is necessary for the purposes of legitimate interests in accordance with my responsibilities under the Canons, including my general responsibilities as chief pastor of the diocese and in order to be able to develop, support, administer, regulate and manage those in licensed ministry and in so far as any personal data relates to “special categories of personal data” or criminal conviction or offence data the processing is a legitimate activity in order to manage and administer internal functions in relation to membership and/or those with whom I have regular contact. It is not shared externally outside the institutional bodies that comprise the Church of England without your consent.

Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only when necessary with institutional bodies that comprise the Church of England for the purposes of administrative functions in connection with your role. If I wish to share your personal data outside the Church of England, then I will always seek your consent first. LLM personal files are not transferred between dioceses.

How long do I keep your personal data?

I keep your personal data for no longer than reasonably necessary for the periods and purposes as set out in the retention schedule provided in the House of Bishops' policy concerning Personal Files relating to Clergy (May 2018 version). The full policy is available [here](#). In the absence of specific national guidance pertaining to LLM files, I have determined to follow the guidance for clergy files to govern the retention of data in LLM files.

Your rights and your personal data

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

- The right to request a copy of your personal data which the Bishop holds about you;
- The right to request that the Bishop 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 Bishop to retain such data;
- 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.

Further processing

If I wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then I 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, I will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries or complaints please contact my Senior Chaplain, the Revd Dr Hannah Cleugh, at Bishop's House, The Gallery, Ely CB7 4DW (Hannah.cleugh@elydiocese.org), or on 01353 662749.

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.

