

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 Diocese of Canterbury is the data controller. This means it decides how your personal data is processed and for what purposes.

3. HOW DO WE PROCESS YOUR PERSONAL DATA?

The Diocese of Canterbury 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 Canterbury;
- To administer records of:
 - Clergy
 - Readers
 - Pastoral Assistants
 - Youth workers and other parish office holders
 - PCC Officers
 - Authorised Lay Ministers
 - General, Diocesan & Deanery Synod members
 - Diocesan committees
- 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 Canterbury or further afield through mailings (by email and/or hard copy)

4. WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

Our lawful basis for processing your data will be one of the following:

- you have given us your explicit consent, so that we can keep you informed about news, events, activities and services, or process your gift aid donations
- processing is necessary to fulfil a contract with you, or because you have asked us to take specific steps before entering into a contract
- processing is necessary for carrying out our obligations under employment, social security or social protection law, or a collective agreement
- processing is necessary for us to perform a task in the public interest or for the Diocese's official functions, and the task or function has a clear basis in law
- processing is necessary for the legitimate interests of the Diocese or of a third party - unless there is a good reason to protect your data which overrides those legitimate interests

and there will be no disclosure to a third party without your consent, except as set out set out in 5. below.

To find out more about lawful bases for processing data, [click here](#).

5. SHARING YOUR PERSONAL DATA

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

6. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We keep data in accordance with national guidance set out in the guide [Save or Delete: the Care of Diocesan Records](#).

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 be informed about the collection and use of your personal data.
- the right to access your personal data
- the right to have inaccurate personal data rectified, or completed if it is incomplete
- the right to have personal data erased – commonly known as ‘the right to be forgotten’
- the right to request the restriction or suppression of your personal data
- the right to obtain and reuse your personal data for your own purposes across different services
- the right to object to the processing of your personal data in certain circumstances
- rights in relation to automated decision making and profiling.

To find out more about your rights, [click here](#).

8. 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.

9. CONTACT DETAILS

To exercise all relevant rights, or to raise queries or complaints please in the first instance contact the Diocesan **Data Protection Officer** via:

Diocesan House
Lady Wootton's Green
Canterbury
CT1 1NQ
Tel: 01227 459401
communications@diocant.org

You can also contact the [Information Commissioners Office](#) via:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
[or by email](#)

ANNEX A

Third parties with whom data may be shared include:

- The office of the [Archbishop of Canterbury](#)
- The office of the Bishop of Dover
- The Diocesan Database and Contact Management System, hosted by [Worthers](#).
- Canterbury Diocesan Enterprises Ltd
- [The Diocesan Registrar](#)
- The National Church Institutions
- The [Church of England Pensions Board](#)
- The [Online Faculty System](#)
- Aquila Schools Trust
- [MailChimp](#)

Clergy contact details will be provided:

- Periodically to [Crockford's Clerical Directory](#)
- When necessary, by the 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

