

DATA PRIVACY NOTICE

Lay Ministry Training (Pathways, Chad Foundations and Reader Training) Privacy Notice

This Privacy Notice is provided by the Vocations and Training Team to explain what to expect when we collect and process your personal information in accordance with the UK GDPR.

Data Controller

The data controller is: Lichfield Diocesan Board of Finance, St Mary's House, The Close, Lichfield, WS13 7LD.

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1. Why we collect and use your personal data?

We use personal data for the following purposes:

- To inform you of sessions, contact you about the course you are undertaking and other relevant information (name and contact details).
- In the case of Reader Training and Chad Foundations, name, contact and relevant accessibility information will be shared with Queen's Foundation, Birmingham, due to partnering with them for registration and residential purposes.
- Statistical analysis
- Safeguarding of children and individuals at risk

2. The categories of personal data we collect are:

- Personal details
- Contact details
- Church you attend
- Training records
- Occasional visual images (photographs, video, live streaming)

We also process 'special' categories of information that may include:

- ethnic origin; (for statistical purposes)
- health / accessibility (where this is relevant to the course, i.e. catering requirements or residential/on-site access requirements)
- criminal allegations, proceedings or convictions
- religion

3. The lawful basis for processing your personal data:

We collect and use information under one or more of the following legal bases:

- Consent – we need your permission to use your information. Where we require consent to use your information we will make it clear when we ask for consent and explain how to go about withdrawing your consent.
- Legitimate interest – we need to process your information in order to undertake the course applied for.

Special category and criminal conviction data

We collect and use information under one or more of the following conditions:

- Explicit consent – we need your permission to use your information. Where we require consent to use your information we will make it clear when we ask for consent and explain how to go about withdrawing your consent.
- Legitimate activity - processing is carried out in the course of our legitimate activities with appropriate safeguards
- Archival or research purposes – where processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Privacy Notice - Legitimate Interest Assessment

We have a specific purpose with a defined benefit	To administer and run lay training courses
The processing is necessary to achieve the defined benefit.	Without processing the data we cannot run the courses
The purpose is balanced against, and does not override, the interests, rights and freedoms of data subjects.	The processing is necessary to achieve the intended purposes, and risks to data subjects are identified and mitigated as far as possible.

For a copy of the full Legitimate Interest Assessment, please contact the Data Manager – contact details are given in section 8 below.

4. Who we collect from or share your information with:

Where necessary or required we collect from or share information with:

- You
- parishes, dioceses, bishop’s offices and cathedrals
- educational institutions (In the case of Chad Foundations & Reader Training: The Queen’s Foundation, Birmingham)
- 3rd party data processors
- Should you follow a discernment to ordination then your details may be shared with your area Bishop/Sponsoring Bishop.

5. Sharing personal data:

The Diocese of Lichfield does not share your information with countries outside of the UK or EEA without the safeguards being in place that are compliant with the UK GDPR.

6. How long do we keep data?

Data will be retained for no longer than necessary, inline with the purposes outlined within this privacy notice.

7. Your rights and your personal data

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which the Diocese of Lichfield holds about you (a Subject Access Request or 'SAR');
- The right to request that Lichfield Diocese 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 Lichfield to retain such data;
- The right to withdraw your consent to the processing at any time where we have obtained your consent;
- The right to request that the data controller provide you with your personal data in a structured, commonly used and machine-readable format. Also, to transmit that data directly to another data controller (in limited circumstances).
- 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 (in limited circumstances);
- The right to lodge a complaint with the Information Commissioners Office.

8. Concerns and/or complaints?

To exercise all relevant rights, or for queries or complaints please in the first instance contact the Data Manager: Angela Bruno (angela.bruno@lichfield.anglican.org)

You can contact the Information Commissioners Office on 0303 123 1113 or via email [Contact us - public | ICO](#) [Data protection and personal information complaints tool | ICO](#)