

## **OUR DATA PROMISE**

**The Newcastle Diocesan Board of Finance is committed to  
protecting your privacy and data.**

**We will use the information we collect about you in accordance with  
the UK General Data Protection Regulation 2018**

## **DATA PRIVACY NOTICE**

**Data controller:** Newcastle Diocesan Board of Finance,  
Church House, St John's Terrace, North Shields NE29 6HS

**Data Compliance Officer:**  
Shane Waddle, Diocesan Secretary  
Telephone Number 0191 270 4100

This notice explains what personal data (also referred to as 'information' in this notice) we hold about you, how we collect it, and how we use and may share information about you during the course of your relationship with us and after it ends. Please ensure that you read this notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

We are committed to being transparent about how we collect and use your data and to meeting our data protection obligations.

In this notice, references to "we", "us", or "our" are references to Newcastle Diocesan Board of Finance.

### **What information does the organisation collect?**

We collect and process a range of information about you. The personal information we hold will vary depending on the nature of the relationship we have with you. To help you understand what information we collect, how we process it and who we share it with, we have provided a brief overview of the work we do and the type of data we hold.

### **Volunteers and Officers**

To help us manage our relationship with our officers and volunteers, including for example members of Diocesan Synod, Parish Parochial Councils or District Church Councils, Parish Safeguarding Officers, or Children and Youth Workers, we collect personal information to help us meet our legitimate and legal obligations. For example we may collect information relating to individual's names, titles, addresses, e-mail addresses, bank account details, office holding or voluntary position.

In the process of you agreeing to take on voluntary roles and as a consequence of your involvement with us, we have collected your personal data.

### **Communications**

Your privacy is important to us. We will use your details to keep in touch about things that matter to you.

If you choose to hear from us, we may send you information about what is going on in the Diocese and the wider Church of England, this may include information about events, news updates, book reviews, the prayer diary and information about personnel changes in the Diocese.

The types of personal data we will use includes name, title, e-mail address, church attended and photographs.

We will only communicate with you if you agree to this and we will never share your information with third party marketing organisations. If you agree to receive information from us, you can change your mind at a later date.

We may sometimes use third parties to help us manage our communications and understand the information we have, for example Google analytics and Mail Chimp. Using anonymised data this helps us to understand the numbers, geographical location and actions of people visiting our website.

We will only use third parties where we are confident they will treat your data securely and in accordance with the UK General Data Protection Regulations.

We may also hold personal data on our diocesan contact management database (CMS). The types of data we may hold includes name, title, date of birth, gender, contact details (including address, e-mail address and telephone numbers), details about any voluntary role or ecclesiastical office you hold and a parish to which you are connected. We may also hold information relating to any training you have attended.

### **Safeguarding**

We take the safeguarding of children and vulnerable adults very seriously and to enable us to fulfil our legal obligations, we may hold personal data that helps us to do this.

We may hold personal data on individuals raising safeguarding concerns either themselves or on behalf of others, alleged perpetrators or witnesses.

The kinds of personal data we hold may include name, title, contact details (address, telephone number and e-mail address), marital status, gender of those involved and details of the safeguarding concern. We may hold notes of telephone conversations or meetings that take place.

We keep information relating to those holding volunteer posts in safeguarding (for example, Parish Safeguarding Officer) in a particular parish and the training the postholder has completed. We may also hold information relating to your disclosure and barring check and as a result of this, any blemishes, including criminal offences, which are recorded.

## **Business Administration**

To help us manage our business effectively we collect personal information to help us meet our legitimate and legal obligations. For example we may collect information relating to individual's names, titles, addresses, e-mail addresses, bank account details, office holding or voluntary position.

We use this information to manage our finance processes effectively and ensure that we meet our obligations, for example, in relation to creditor and debtor processes, for gift aid purposes and to help us prepare our accounts.

We have created a number of boards, committees and task and finish groups that we need to communicate with to help us manage our operation. In the process of setting up these vehicles and as a consequence of your involvement with us, we have collected your personal data.

We manage a number of time-limited projects, which through your involvement with us results in us collecting personal data about you.

For security and health and safety purposes, we record who is in our building, this includes visitors and staff. We collect information relating to name and vehicle registration number. We also record, through CCTV, the images of those individuals entering our building. These images are stored off site using a third party provider.

## **Discernment of Ordination**

For those individuals who are contemplating ordination training, we hold personal information to enable us to support them moving through the discernment process. This information may include name, title, date of birth, gender, religious belief, contact details, education and employment history, references, information relating to criminal check (disclosure and barring service) and health information. We may also hold notes of meetings, which include personal reflections, beliefs and opinions.

## **Housing**

Personal information and data is collected to enable us to manage our portfolio of housing stock, commercial stock and glebe land, including housing maintenance and dilapidations.

Personal information, such as name, business e-mail address, contact telephone numbers, profession and job title, is collected to enable the preparation and management of contracts with trades' people and professional bodies such as property management organisations.

Personal information and data is also collected to enable us to manage housing for clergy and private tenants, including name, title, address, contact details, date of birth, age, gender, partner and/or other dependant information, tenancy references and bank details.

Your activities and involvement with us will result in personal data being created. We will however only collect the data we need and will only share it with third parties for genuine business reasons or where we are required to do so by the law.

We may collect this information in a variety of ways. For example, data might be collected through consent forms, contracts for services, tenancy agreements, and face to face meetings. In some cases, we may collect personal data about you from third parties, such as tenancy references.

### **Why does the organisation process personal data?**

We typically collect your personal data to ensure that we are complying with our legal obligations or your information is for the purposes of our legitimate interests or those of a third party but only if these are not overridden by your interests, rights or freedoms.

### **Who has access to data?**

Your information may be shared internally and with the senior leadership team. We may share your data with third parties where we are required by law, where it is necessary to administer our relationship with you or where we have another legitimate interest in doing so. We will only share your information where we are permitted or required to do by law, or where you have told us we can do so.

We will not transfer your data to countries outside the United Kingdom.

### **Where your information may be held.**

Information may be held at our offices, by third party organisations, service providers, representatives and agents as described above.

### **How do we protect your data?**

We take the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties. We limit access to your personal data to those who have a genuine business need to know or use it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

Physical personal data is stored securely in locked filing cabinets or drawers. Data stored on our Finance and IT systems is password protected and information is held on drives with restricted access.

Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

We have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **For how long do we keep your data?**

We will hold your personal data in accordance with our retention policy. We will not retain your data for any longer than is necessary for the purpose we obtained it.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing and
- request the transfer of your data to another party.

In the limited circumstances where you have provided your consent to the collection, processing and transfer of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To exercise any of your rights or to withdraw your consent, please contact the Human Resources Manager at:

[info@newcastle.anglican.org](mailto:info@newcastle.anglican.org) or telephone 0191 270 4100

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in the law.

If you believe that the organisation has not complied with your data protection rights, we hope that we can resolve any query or concern that you have. If not, you can complain to the Information Commissioner.

You can contact the Information Commissioners Office on 0303 123 1113 or via e-mail <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

### **What if you do not provide personal data?**

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you or we may be prevented from complying with our legal obligations.

### **Automated decision-making**

No decisions are not based solely on automated decision-making.