

## Data Privacy Notice

### 1. Who are we?

The Bath and Wells Diocesan Board of Finance (“DBF”) is a company limited by guarantee and a registered charity. The DBF’s objects include to promote and assist the work and purposes of the Church of England in the Diocese of Bath and Wells, and to organise and provide funds in aid of the work of the Church for the essential departments of the Church’s work. This Notice sets out what data we hold and the purposes for which we hold it. Separate privacy notices have been published for Education and Safeguarding.

For the purposes of data protection, the DBF is the data controller. This means that the DBF decides how your personal data is processed and for what purposes.

### 2. Your personal data.

Personal data means any information relating to an identified or identifiable natural person (known as the “data subject”). The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

### 3. Why do we hold your personal data?

- To enable us to support the mission of the Church of England in this diocese
- To consult with Parochial Church Council (“PCC”) office holders such as clergy, churchwardens, treasurers and secretaries
- To provide funds to support the work of the Church and its departments
- To promote education in the diocese which is consistent with the faith and practice of the Church of England
- To provide support for ministry and mission, including mission, evangelism, discipleship, vocations and training
- To manage parsonages, other houses, land and property
- To manage our employees and volunteers
- To maintain our own accounts and records (including the processing of gift aid applications)
- To manage records of pastoral schemes (eg changes in parish structures)
- To manage parish trusts
- To provide advice on church buildings, development and fundraising
- The management of safeguarding and the provision of safeguarding training and advice
- To support and maintain links with the Anglican Church in Zambia
- To manage our website
- The use of CCTV systems for security purposes
- To inform the people listed in paragraph 4 below of news, events, training, and services

[www.bathandwells.org.uk](http://www.bathandwells.org.uk)

**The Bath and Wells Diocesan Board of Finance**

**Flourish House, 2 Cathedral Avenue, Wells, Somerset, BA5 1FD**

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running either within the Diocese of Bath and Wells or further afield through:

- Mailings (by email &/or hard copy)
- Newsletters through a subscription email service from which you can unsubscribe at any time (eg Connect);
- To enable us to provide a voluntary service for the benefit of the public within this diocese, and to respond to enquiries or complaints from members of the public who approach the diocese for any reason.

#### 4 What data do we hold?

To enable us to support the mission of the Church of England in this diocese, we have a legitimate interest in holding the personal data of:

- Clergy
- Lay ministers
- PCC members, officers and volunteers
- Deanery Synod members and officers
- Members of General Synod and Diocesan Synod
- The DBF and its Committees and working groups
- The Diocesan Board of Education (“DBE”) and its Committees and working groups
- Church schools, including contact details of staff, governors and some pupils
- DBF staff employed
- Job applicants
- DBF contractors
- DBF volunteers
- Newsletter subscribers

We hold the following personal data:

- Personal and contact details
- Family details in some circumstance (eg spouse’s name)
- Office or role in the diocese (eg vicar; PCC secretary; headteacher; deanery treasurer; member of diocesan synod)
- Courses or training events attended
- Financial details, where needed to make payments

#### 5 How do we comply with the GDPR?

The DBF complies with its obligations under the GDPR by:

- keeping personal data up to date (we rely on you to help us do that by letting us know of changes locally)
- storing it securely
- only collecting the data we need for specific purposes and not using it for any other purpose without consent
- only collecting the data we need for the purpose we are using it
- protecting personal data from loss, misuse, unauthorised access and disclosure
- ensuring that appropriate technical measures are in place to protect personal data.

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## 6. What is the legal basis for processing your data?

We hold your data for one or more of the following reasons:

- For the purposes of “legitimate interests” to enable us to promote and assist the work of the Church of England in this diocese eg carry out our obligations under ecclesiastical offices terms of service and employment law; to contact PCC officers about parish share, safeguarding, data protection and other matters; to keep PCCs and clergy informed about news, events, training and services; to promote education in the diocese which is consistent with the faith and practice of the Church of England; to provide support for ministry and mission, including mission, evangelism, discipleship, vocations and training;
- To comply with our legal obligations eg to arrange elections for General Synod, Diocesan Synod, Bishop’s Council, and other bodies
- For the performance of a contract to which you are a party
- To protect the vital interests of the data subject or where that person is incapable of giving consent
- For the performance of a task carried out in the public interest
- Consent: where your data is used other than in accordance with one of the above reasons, we will first obtain your consent to that use
- As a not-for-profit religious organisation the DBF is permitted to process information about your religious beliefs to administer membership or contact details, provided:
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent except as set out set out in paragraph 7 below.

## 7. Sharing your personal data

The DBF holds data on the following systems where processing is necessary for the purposes of legitimate interests pursued by the DBF. We may need to share your personal data within the DBF; with other bodies within the Church of England; and with other individuals or bodies as set out below, to carry out our legitimate interests as a DBF or where necessary to discharge our legal obligations.

The Diocesan Contact Management System (CMS) is an online Church of England Portal which includes personal data (contact details) of clergy and PCC office holders; PCC volunteers; DBF committee members and church records. The DBF shares personal data via the CMS between the following:

- The DBF staff
- Trustees and Directors of the DBF
- The office of the Bishop of Bath and Wells and the Bishop of Taunton
- The Archdeacon of Bath
- The Archdeacon of Taunton
- The Archdeacon of Wells
- The Diocesan Registrar
- The Chancellor for the Diocese of Bath and Wells
- The Diocesan Advisory Committee

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- The Bath and Wells Diocesan Board of Education
- The Bath and Wells Multi-Academy Trust
- Wells Cathedral
- Clergy within the diocese
- PCC officers and volunteers within the diocese

Personal data is also held on the following externally provided databases:

- People HR (employment records)
- Star Payroll/E pay slips (salary/tax/pension/fit notes/maternity and paternity/ personal records)
- Dimensions (accounts/bank details)
- Propman (contact and property details/current office holders)
- IMASS (medical records)
- To provide electronic newsletters eg Connect (e-bulletins), treasurers' newsletters

Clergy contact details will be provided:

- To Crockford's Clerical Directory
- National Church of England Institutions
- To contractors or land agents for the purpose of undertaking works of repair or maintenance of 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)

## 8. How long do we keep your personal data?

We keep data in accordance with our legal requirements and the guidance set out in the guide [‘Save or Delete: the Care of Diocesan Records’](#) which is available from the Church of England.

## 9. 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 request a copy of your personal data which the Diocese of Bath and Wells holds about you (this is called a “data subject access request”, for which we have a separate policy)
- The right to request that the Diocese of Bath and Wells 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 Bath and Wells to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and, where possible, to transmit that data directly to another data controller, (known as the right to data portability)
- 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

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- The right to object to the processing of personal data (where applicable)
- The right to lodge a complaint with the Information Commissioner's Office.

## 10. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy 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.

## 11. Contact details

Want to contact us about data protection? [Email: data.protection@bathwells.anglican.org](mailto:data.protection@bathwells.anglican.org)

or call 01749 670777.

You can contact the Information Commissioner's 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.

DBF Privacy Notice version 2

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