

DATA PRIVACY NOTICE

This Privacy Notice tells you what to expect when the Salisbury Diocesan Board of Finance (DBF) collects personal information.

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 Salisbury Diocesan Board of Finance (DBF) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The DBF complies with its obligations under the "GDPR" by: -

- Keeping personal data up to date;
- Storing and destroying it securely;
- Not collecting or retaining excessive amounts of data;
- Protecting personal data from loss, misuse, unauthorised access and disclosure;
- 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 Salisbury;
- Administer records of: -
 - Clergy
 - Licensed Lay Ministers
 - Lay Pastoral Assistants
 - Lay Worship Leaders
 - Pioneers
 - PCC, DCC and Deanery Officers
 - General, Diocesan & Deanery Synod members
 - Cathedral, DBF and DBE Committees
- Fundraise and promote the interests of the Diocese;
- Manage our employees and volunteers;
- Maintain our own accounts and records (including the processing of gift aid applications);
- Inform you of news, events, activities and services running either within the Diocese of Salisbury or further afield through: -
 - Mailings (by email &/or hard copy)
 - The e-Bulletin (an email service from which you can unsubscribe at any time)

4. What is the legal basis for processing your personal data?

- Explicit consent by you (the data subject) so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events;
- Fulfilling our obligations under employment, social security or social protection law, or a collective agreement;

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- Processing carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes);
 - there is no disclosure to a third party without consent except as in 5 below and
 - the processing is in compliance with our legal responsibilities

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared within the Diocese of Salisbury, in order to carry out a service to other church members or for purposes connected with the Diocese, and certain third parties outside the Diocese as set out in Annex 1.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide “Save or Delete: the Care of Diocesan Records” which is available from the Church of England website at <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>.

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 request a copy of your personal data which the Diocese of Salisbury holds about you;
- The right to request that the Diocese of Salisbury 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 Salisbury 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;
- The right to object to the processing of personal data, (where applicable);
- The right to lodge a complaint with the Information Commissioners Office at www.ico.uk/concerns.

8. Website

Salisbury DBF uses a third party service to help maintain the security and performance of the Diocese of Salisbury website. To deliver this service it processes the IP addresses of visitors to the web site.

When someone visits www.salisbury.anglican.org.uk we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. If we do want to collect personally identifiable information through our website, we will make it clear and will explain what we intend to do with it.

Our website does not use cookies.

9. e-Bulletin and Grapevine

We use a third party provider, MailChimp, to deliver our e-newsletters. We gather statistics around email opening and clicks using industry standard technologies including clear gifs to help us monitor and improve our e-newsletters. For more information, please see MailChimp’s privacy notice, [here](#).

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10. People who contact us via social media

We use a third party provider, TweetDeck, to manage our Twitter interactions. If you send us a private or direct message via social media the message will be stored by TweetDeck. It will not be shared with any other organisations. Interactions on Facebook and Instagram are managed entirely within each channel's proprietary websites and apps.

11. People who Email us

We use Sophos InterceptX technology to encrypt and protect email traffic. If your email service does not support this technology, you should be aware that any emails we send or receive may not be protected in transit.

We will also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

12. Job Applicants, Current and Former employees

The information you provide during the recruitment process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary. You don't have to provide what we ask for but it might affect your application if you don't. Our short-listing and interview panels will have access to this information.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability. Before you are confirmed in post you will therefore be required to provide:

- Proof of your identity – you will be asked to provide original documents, we will take copies.
- Proof of your qualifications – you will be asked to provide original documents, we will take copies.
- If applicable you will be asked to apply for a check via the Disclosure and Barring Service
- We will contact your referees, using the details you provide in your application, directly to obtain references.
- Bank details – to process salary payments.
- Emergency contact details – so we know who to contact in case you have an emergency at work.

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes any criminal records declaration, fitness to work, records of any security checks and references.

If you are unsuccessful at any stage of the process, the information you have provided will be retained for 12 months from the closure of the campaign.

13. Access to Personal Information

Salisbury DBF tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

- Give you a description of it;
- Tell you why we are holding it;
- Tell you who it could be disclosed to; and
- Let you have a copy of the information in an intelligible form.

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To make a request to the DBF for any personal information we may hold you need to put the request in writing addressing it to the Data Protection Officer at the address provided below. If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone. If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting the Data Protection Officer.

14. 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.

15. Changes to this Privacy Notice

We keep our privacy notice under regular review. This privacy notice was last updated on 20 May 2018.

16. How to contact us

If you want to request information about our privacy policy you can email us c/o miriam.longfoot@salisbury.anglican.org or write to:

Data Protection Officer
Diocesan Office
Church House
Crane Street
Salisbury
Wiltshire
SP1 2QB

Alternatively, 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

Annex A

Third parties with whom data will be shared: -

The Diocesan Database is a password-protected shared resource between:

- The office of the Bishop of Salisbury
- The offices of the Bishops of Ramsbury and Sherborne
- The Archdeacons of Dorset, Sarum, Sherborne and Wilts
- The staff of the Diocesan Board of Education
- The staff of the Diocesan Board of Finance
- The Diocese of Salisbury Academy Trust (a division of the DBE)
- The office of the Diocesan Registrar

The Diocesan E-Directory is a password-protected directory of contact details accessible to those whose details appear in the E-Directory, principally:

- The clergy, lay ministers and PCC / DCC officers within the Diocese

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- General, Diocesan and Deanery Synod members
- Members of boards, groups and committees

The contact details of Petitioners and/ or applicants on individual applications will be shared, through the Online Faculty System (OFS) with:

- The Archdeacon of Dorset, Sarum, Sherborne and Wilts
- The Chancellor for the Diocese of Salisbury
- The Deputy Chancellor for the Diocese of Salisbury
- The office of the Diocesan Registrar
- Statutory Consultees (The Church Buildings Council, Historic England, national Amenity Societies and local authorities)

to facilitate the consideration of applications for either a Faculty or a Matter not requiring a Faculty under the Faculty Jurisdiction Rules

Clergy contact details will be provided: -

- Periodically to Crockford's Clerical Directory
- When necessary, by the Diocesan 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)

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