

SHEFFIELD DIOCESAN BOARD OF FINANCE

DATA PRIVACY NOTICE FOR OFFICE HOLDERS, CHURCH WARDENS, PCC OFFICERS AND VOLUNTEERS

Data controller: Sheffield Diocesan Board of Finance, Church House, 95-99 Effingham Street, Rotherham S65 1BL

Data Compliance Officer: Diocesan Secretary, Telephone Number 01709 309100

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

We collect and process personal data relating to various categories of ecclesiastical office holders and Church/PCC officers. A list of those covered by this privacy notice can be found in Annex A.

We collect and process personal data relating to our office holders to manage our relationship with you. We are committed to being transparent about how we collect and use your data and meet our data protection obligations.

In this notice, references to ‘we’, ‘us’ or ‘our’ are references to Sheffield Diocesan Board of Finance and references to ‘office holders’ include ecclesiastical office holders, church wardens, PCC officers and volunteers.

What is personal data?

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 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 (2016/679 EU).

What information do we collect?

We collect and process a range of information about individuals. The information listed below is only held by us where it is necessary for the role held and the management of the person’s relationship with the Diocese. The data held may include:

- name, address and contact details, including email address and telephone number.
- date of birth and gender;
- the terms and conditions of office holding;
- details of qualifications, skills and experience and employment history, including start and end dates, with previous employers and with us;
- details of past and current ministry

- information about trusteeships and directorships held;
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
- details of your bank account, national insurance number and tax information;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality, immigration status and entitlement to work in the UK and information from related documents;
- information about your criminal record including the results of a Disclosure and Barring Service (DBS) check;
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary, capability or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including ministerial development reviews, training assessments, performance improvement plans and related correspondence;
- records of training and development courses you have applied for and attended including qualifications and certification achieved.
- information about medical or health conditions, including whether or not you have a disability for which we need to make reasonable adjustments;
- information about grants provided including sabbatical, training and hardship grants;
- references about you that we provide to others at your request; and
- equal opportunities monitoring information, including information about your age, disability, racial or ethnic origin, gender and religious or similar beliefs.

We may collect this information in a variety of ways, for example; from forms completed by you at the start of or during your ministry or volunteering in the diocese.

In some cases, we may collect personal data about you from third parties, such as references supplied by former dioceses and former employers, from medical and occupational health professionals or data from criminal records checks permitted by law.

Data will be stored in a range of different places, including electronically in the CMS database, in the Diocesan Directory, in our HR and Finance systems and in other IT systems including our email system and in locked filing cabinets.

How do we process your personal data?

We comply with our obligations under the General Data Protection Regulation (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

Why do we process personal data?

We typically collect the above information to enable the operation of the diocese to provide a voluntary service for the benefit of the public living within the geographical boundaries of the Diocese of Sheffield.

In some cases, we need to process data to ensure that we are complying with our legal obligations, including:

- our obligations as the responsible body designated under the Terms of Service legislation
- to check an office holder's entitlement to work in the UK,
- to deduct tax and to pay Statutory Sick Pay; and
- to undertake DBS checks as part of our safeguarding requirements
- to comply with ecclesiastical legislation

In other cases, we have a legitimate interest in processing personal data. Processing personal data allows us to:

- to administer the records of:
 - clergy – stipendiary, self supporting and those with permission to officiate
 - retired clergy
 - licensed chaplains
 - lay readers
 - authorised lay ministers
 - pastoral assistants
 - pioneers
 - interim ministers
 - church wardens
 - PCC officers and members
 - Parish Safeguarding Officers
 - General, Diocesan and Deanery Synod members
 - members of diocesan committees and SDBF trustees
 - youth and children's workers
 - volunteers
- to manage payments to stipendiary clergy
- to manage volunteers
- to maintain financial records including the processing of gift aid applications
- to administer appointment processes
- to fundraise and promote the interests of the diocese
- to inform you of news, events, activities and services taking place in the diocese or further afield through
 - mailings (email or hard copy)
 - ebuletin and other regular newsletters (from which you can unsubscribe at any time)

- maintain accurate and up-to-date records and contact details (including details of who to contact in the event of an emergency),
- operate and keep a record of disciplinary, capability and grievance processes, to ensure acceptable conduct;
- operate and keep a record of absence and absence management procedures, to ensure that office holders are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet our obligations under health and safety law, and ensure that office holders are receiving the pay or other benefits to which they are entitled;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave) to ensure that we comply with duties in relation to leave entitlement, and to ensure that office holders are receiving the pay or other benefits to which they are entitled;
- respond to and defend against legal claims; and
- maintain and promote equality.

How do we process sensitive personal data?

Some special categories of sensitive personal data require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information and we are required to have appropriate safeguards in place when processing such data.

We may process special categories of personal data in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out legal obligations or exercise rights in connection with ecclesiastical terms of service;
3. Where it is needed in the public interest, such as equal opportunities monitoring.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have made the information public.

As the responsible body designated under the Terms of Service legislation we will use particularly sensitive personal information in the following ways:

1. We will use information relating to leave of absence, which may include sickness absence or family related leave, to comply with legislative requirements.
2. We will use information about your physical or mental health or disability to ensure your health and safety in the workplace and to assess your fitness for work, to provide appropriate workplace adjustments, to monitor or manage sickness absence and to administer benefits.

3. We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs to ensure meaningful equal opportunity monitoring and reporting.

Data that the SDBF uses for these purposes is anonymised or is collected with the express consent of the individual, which can be withdrawn at any time. Individuals are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

Who has access to your data?

Access to your data on the online diocesan CMS database is restricted using the settings you agreed when supplying your data. These settings may be changed at any point by informing Church House.

Your information may be shared internally within the management of Church House, including with members of the Bishop's staff team, HR, payroll, communications, and IT staff if access to the data is necessary for performance of their roles.

We may share your data with third parties where required by law, where it is necessary to administer our relationship with you or where we have another legitimate interest in doing so.

For example we may share your data with third parties in order to obtain pre-employment references from other employers and dioceses and obtain necessary criminal records checks from the Disclosure and Barring Service.

We also share your data with third parties that process data on its behalf in connection with payroll, the provision of benefits including pensions and life assurance and the provision of occupational health services.

We will not transfer your data to countries outside the European Economic Area without your permission.

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 its 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 HR, Finance and IT systems is password protected and information held on drives with restricted access.

Where we engage third parties to process personal data on its 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 suspected data breach where we are legally required to do so.

For how long do we keep your data?

We will hold your personal data for the duration of your ministry/service in a particular role. The periods for which your data is held after the end of your role are set out in our retention policy. We will not retain your data for any longer than is necessary for the purpose we obtained it.

When your data is no longer required for the purpose it was obtained it is destroyed by shredding in the office or it is sent to a shredding company who provide a certificate of destruction.

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 it is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing;
- withdraw your consent to processing at any time if we are relying on consent as the legal ground for processing;
- request that we transmit your data directly to another data controller where this is possible and
- withdraw your consent to processing at any time if we are relying on consent as the legal ground for processing; In 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 withdraw your consent, please contact dataprotection@sheffield.anglican.org. 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 law.

If you would like to exercise any of these rights, please contact the Communications Assistant at Church House, 95-99 Effingham Street, Rotherham S65 1BL, telephone number 01709 309100.

If you believe we have not complied with your data protection rights, you can complain to the Information Commissioner, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, telephone number 0303 123 1113.

What if you do not provide personal data?

Office holders have some obligations to provide us with data. In particular, stipendiary office holders are required to report sickness absences from work. You may also have to provide us with data in order to exercise your office or role in the diocese or parish.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable us to enter an office holder relationship with you, pay you or administer your pension. If you do not provide other information, this will hinder our ability to administer the rights and obligations arising as a result of the office holder relationship efficiently.

Automated decision-making

Appointment decisions are not based on automated decision-making.

Further processing

Annex A

Categories covered by this data privacy notice:

1. Stipendiary clergy
2. Self-supporting clergy
3. Retired clergy
4. Licensed chaplains
5. Clergy with Permission to Officiate
6. Lay Readers
7. Pastoral Assistants
8. Interim ministers
9. Pioneer ministers
10. Youth and children's workers
11. Church wardens
12. PCC officers and members
13. Parish Safeguarding Officers
14. Volunteers
15. Parish officers eg Treasurer, PCC Secretary
16. General, Diocesan and Deanery Synod members
17. Members of diocesan committees and SDBF trustees