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**Anna Quick**

Executive Assistant

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**DATA PRIVACY NOTICE**

**THE DIOCESE OF CHICHESTER**

**1. Your personal data – what is it?**

Personal data relates to a living individual (the data subject) 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”).

**Personal data** is about living people and could be; for example

* their name
* contact details
* medical details or banking details

**Sensitive** personal data is also about living people, but it includes one or more details of a data subject’s:

* racial or ethnic origin
* political opinions
* religion
* membership of a trade union
* health
* sex life
* criminal activity

**2. Who are we?**

The Chichester Diocesan Fund and Board of Finance 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 Diocese of Chichester 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; and
* 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 Chichester;
* To administer records of: -
  + Clergy;
  + Lay Readers;
  + Pastoral Assistants
  + Pioneers
  + DCC & PCC Officers and members
  + Eucharistic Ministers (who are authorised to assist with the Chalice at Holy Communion)
  + General, Diocesan & Deanery Synod members (including electoral processes)
  + Cathedral, DBF and DBE Committees
  + Youth workers
  + Foundation Governors of Church of England schools
  + Chairs of Governors of Church of England Schools
  + Clerks to Governors of Church of England Schools
  + Headteachers of Church of England Schools
* To fundraise and promote the interests of the Diocese;
* To provide a support service for the benefit of Church of England Schools within the Diocese of Chichester
* To manage our employees and volunteers;
* To maintain and update our own accounts and records (including the processing of gift aid applications);
* To inform you of news, events, activities, diocesan process changes/updates and services running either within the Diocese of Chichester or further afield through: -
  + Mailings (by email &/or hard copy)
  + Enews (a subscription email service from which you can unsubscribe at any time)

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

* Processing may be 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); and
  + there is no disclosure to a third party without consent except as set out in 5 below.
* Unless you are a current employee or office holder we need your explicit consent to keep you informed about news, events, activities and services.
* We also need your explicit consent to process your gift aid donations.
* If data processing is necessary for carrying out obligations or enforcing rights under a contract of employment, social security or social protection law, or a collective agreement your consent is implicit.

**5. Sharing your personal data**

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

**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 Chichester holds about you;
* The right to request that the Diocese of Chichester 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 Chichester 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 Commissioner’s Office.

**8. 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.

**9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Executive Assistant at the following address, telephone number and email: Anna Quick, Diocesan Church House, 211 New Church Road, Hove, East Sussex, BN3 4ED Tel: 01273 425027,

email: anna.quick@chichester.anglican.org. Alternatively, 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.

**Annex A**

Third parties with whom data will be shared: -

* The ***Diocesan Database*** (contact management system) is a shared resource between the following individuals and bodies and their staff: -
  + The Bishop of Chichester
  + The Bishop of Lewes
  + The Bishop of Horsham
  + The Archdeacon of Chichester
  + The Archdeacon of Horsham
  + The Archdeacon of Hastings
  + The Archdeacon of Brighton & Lewes
  + The Diocesan Board of Education
  + The Diocesan Board of Finance
  + The Diocese of Chichester Academy Trust
  + Chichester Cathedral
  + The clergy and DCC / PCC officers within the Diocese
  + The Chancellor for the Diocese of Chichester
  + The Deputy Chancellor for the Diocese of Chichester
  + The Diocesan Registrar
  + Hartley Fowler
  + Christian Publishing and Outreach
  + MailChimp
  + Node4 IT support
  + Letting Agents for our properties
* The contact details of Petitioners and/or applicants on individual applications will be shared, through the ***Online Faculty System*** (OFS) with the following individuals and bodies and their staff: -
  + The Bishop of Chichester
  + The Bishop of Lewes
  + The Bishop of Horsham
  + The Archdeacon of Chichester
  + The Archdeacon of Horsham
  + The Archdeacon of Hastings
  + The Archdeacon of Brighton & Lewes
  + The Chancellor for the Diocese of Chichester
  + The Deputy Chancellor for the Diocese of Chichester
  + 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 details*** will be provided: -
  + To Crockford’s Clerical Directory
  + To the Church Commissioners
  + When necessary, by the Diocesan Property Team to its representatives for the purpose of undertaking works of repair / maintenance of 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)

6 June 2018