

**Readers, Licensed Lay Ministers and Licensed Lay Workers**  
**Privacy Notice – January 2020**

This notice explains how the information about you which I hold in the bishops' office, including in your personal file, and on the Diocese of Peterborough database and bishops' office server, and held by appropriate Bishop's Officers (for example the Warden of Lay Ministers) is used, managed and your rights with respect to that data.

**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 my possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR and the Data Protection Act 2018, (the "DPA 2018")

**Who am I?**

The Bishop of Peterborough, the Rt Revd Donald Allister. I am the data controller (contact details below). This means I decide how your personal data is processed and for what purposes and I am regulated under the GDPR by the Information Commissioners.

**How do I process your personal data?**

I comply with my obligations under the GDPR and DPA 2018 by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

You are responsible for ensuring the accuracy of all the personal data you supply to me and I will not be held liable for any errors unless you have advised me previously of any changes in your personal data.

**I use your personal data for the following purposes: -**

To exercise my legal and pastoral responsibilities as your diocesan bishop. In addition to my general oversight of your ministry, I am responsible for assessing your qualifications and suitability for any particular office or ministry within the diocese, and for making appropriate arrangements for your ministerial development.

**How do I gather data?**

I may gather data about you from emails or written correspondence you send to me or those listed above who process data on my behalf. I may also collect data from telephone calls you make to me or those listed above. I also gather information from your licensed lay minister file if one is sent from a diocese where you have been previously licensed as a lay minister.

I work closely with other Church of England bodies including The Archbishop's Council, The Church Commissioners for England, the Church of England Central Services ("National Church Institutions" or "NCIs"), and the Diocesan Registry. I, and those who process data on my behalf, will only request data from these organisations when it is necessary to fulfil my role in providing a service to you.

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

Processing of the personal data of Readers, Licensed Lay Ministers and Licensed Lay Workers is necessary for the purposes of legitimate interests in accordance with my responsibilities under the Canons, including my general responsibilities as chief pastor of the diocese and in order to be able to develop, support, administer, regulate and manage lay ministers through their ministry and in so far as any personal data relates to "special categories of personal data" or criminal conviction or offence data the processing is a legitimate activity in order to manage and administer internal functions in relation to membership and/or those with whom I have regular contact. It is not shared externally outside the institutional bodies that comprise the Church of England without your consent.

## **Sharing your personal data**

Your personal data will be treated as strictly confidential, and will be shared only when necessary with institutional bodies that comprise the Church of England for the purposes of administrative functions in connection with your role. I will also share your data with ThirtyOne:Eight in order to process a DBS application. In addition I will include in the Diocese of Peterborough Online and Printed Directory (both of which are only available to those listed within them) your address, telephone number and email address. My office will agree with you in advance the contact details that are to be included in these directories. If I wish to share your personal data in any other way outside the Church of England, or in any other means, then I will always seek your consent first.

The exception to this is where it is in the public interest and is necessary for the purposes of:

- protecting an individual from neglect or physical, mental or emotional harm; or
- protecting the physical, mental or emotional well-being of an individual where that individual is a child or is an adult at risk.

## **Transferring personal information outside the European Economic Area**

I will not transfer your personal information to countries outside the European Economic Area. Where data transfer is required, for example in relation to our international link diocese, separate consent will be sought.

## **How long do I keep your personal data?**

I keep your personal data for no longer than reasonably necessary for the periods and purposes as set out in the below retention table (extract from the Bishops' Office Retention Policy)

## **Your rights and your personal data**

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Bishop holds about you;
- The right to request that the Bishop 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 Bishop to retain such data;
- 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.

## **Further processing**

If I wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then I 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, I will seek your prior consent to the new processing.

## **Contact Details**

To exercise all relevant rights, queries or complaints please contact Alex Tolley, PA to the Bishop of Peterborough, The Bishops' Office, The Palace, Peterborough PE1 1YA, [alex.tolley@peterborough-diocese.org.uk](mailto:alex.tolley@peterborough-diocese.org.uk) You can contact the Information Commissioner 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.

## **Privacy Notice - Legitimate Interest Assessments**

Where the legal basis under which I hold your data is legitimate interest I am required to justify that it is appropriate to use the lawful basis 'legitimate interest'. To do this I complete a

legitimate interest assessment. A summary of each of these assessments which relate to this privacy notice is below. For a copy of the full Legitimate Interest Assessment, please contact [alex.tolley@peterborough-diocese.org.uk](mailto:alex.tolley@peterborough-diocese.org.uk)

**Legitimate Interest Assessment – holding information about licensed lay ministers**

I have a specific purpose with a defined benefit	To allow me to fulfil my responsibilities as chief pastor of the diocese and support and help develop your ministry
The processing is necessary to achieve the defined benefit.	The processing is the only way to effectively achieve this defined benefit.
The purpose is balanced against, and does not override, you the interests, rights and freedoms.	The processing allows me to provide appropriate care for you, as your bishop. Although this processing does override your interests, rights and freedoms, but doing so it allows me to help you effectively fulfil your ministry.

**Legitimate Interest Assessment – inclusion of contact details in online and paper directory**

We have a specific purpose with a defined benefit	Which is to provide the staff, officers, clergy, trustees and committee members and Parishes with the resources to conduct their business efficiently and effectively.
The processing is necessary to achieve the defined benefit.	It is not possible to achieve the defined benefit without the processing of the information which is limited on the basis of need to fulfil the purpose.
The purpose is balanced against, and does not override, the interests, rights and freedoms of data subjects.	The purpose of the processing allows the licensed clergy, officers, staff, trustees, committee members and parish representatives to successfully fulfil the obligations of their role. In doing this it does legitimately override the interests, rights and freedoms of data subjects

**Bishops’ Office Retention Policy extract**

<b>Record type</b>	<b>Retention period</b>	<b>Final action</b>
LLM selection papers	20 years after licence ceases	Destroy
LLM contact details	20 years after licence ceases	Destroy
LLM date of birth	20 years after licence ceases	Destroy
LLM training records	20 years after licence ceases	Destroy
LLM licences	20 years after licence ceases	Destroy
LLM ministerial reviews & working agreements	20 years after licence ceases	Destroy
LLM DBS certificate	6 months after certificate	Destroy
LLM record of DBS certificates	70 years after licence ceases	Destroy
LLM record of safeguarding training	70 years after licence ceases	Destroy