

Privacy Notice
Safeguarding Independent Review – John Smyth

1. Introduction and data controller:

This privacy notice explains why and how your personal data is processed by the independent Review team commissioned by the Archbishops' Council into the handling and managing by the Church of England of the abuse allegations against John Smyth (deceased) (the "Review"). The Review team acts as the joint data controller with the Archbishops' Council National Church Institution for the purposes of the Review and the Review team is assisted by an administrator (the "Review Administrator").

The contact details are:

Review Team	Archbishops Council
Mr Keith Makin	Archbishops Council
c/o the Review Administrator	c/o National Safeguarding Team
Church House	Church House
Great Smith Street	Great Smith Street
London	London
SW1P 3AZ	SW1P 3AZ
Barbara.chapman@churchofengland.org	SafeguardingEO@churchofengland.org

1. Why the Review Team processes your personal data:

Personal data is to be processed by the Review Team in order to identify both good practice and failings in the institutional Church of England's handling of the allegations of abuse relating to John Smyth. The purpose of the review is to advise and recommend to the Church of England improvements to its response to allegations of abuse and its safeguarding working practice, thereby, ensuring a safe environment for all.

2. The information the Review Team will process:

The types of information the Review Team will process include:

- Name
- Title
- Marital status
- Gender
- Nationality
- Job title/position
- Dates (birth, joined, ordination, education, death etc)
- Contact information – work and personal (Address; phone numbers)
- Family names and details, including wider family
- Lifestyle and social circumstances
- Socio-economic details
- Employment and appointments
- Education details
- Training attendance/certification

The Review Team may also process “special categories” of information, such as:

- Race
- Ethnic origin
- Politics
- Religion
- Health
- Sex life, or
- Sexual orientation
- Criminal convictions and offences, including criminal allegations

The Review Team may process information about:

- Current, former and retired clergy
- Current and former employees
- Current and former volunteers
- Individuals who made allegations of abuse
- Current and former professional advisers and consultants
- Individuals whose safety has been/was put at risk
- Children and parents/carers
- Complaints of misconduct and any unlawful acts
- Details of misconduct and any unlawful acts, including the nature of any allegations
- Individuals who witnessed any misconduct or any unlawful acts or were alleged to witness such acts

The Review Team may process the following types of documents or correspondence:

- Records of alerts, notifications, concerns or allegations
- Disciplinary, case and personal files
- Risk Assessments
- Confidential declaration forms
- Recruitment documentation e.g. DBS checks
- Training records
- Referrals
- Self-referrals
- Minutes of meetings
- Correspondence, including letters, emails etc.
- Telephone call notes
- Records of any enquiries, advice sought or provided
- Records provided by the police or statutory agencies
- Any notifications provided to external parties e.g. police, local authorities, Charity Commission, insurers etc.

3. The lawful bases for processing your personal information

The Review Team will process your personal data on the following lawful bases:

Personal data

- **Consent** – we may need to process information held by the police and law enforcement agencies or provided by or shared with specific 3rd party organisations, where you have given explicit consent to us doing so for the purposes of the Review.

Consent can be withdrawn at any time by contacting us using the contact details provided in Section 9 below.

- **Legitimate interest** – the Review Team will need to process personal data to undertake the review, in order that the Church of England can take steps to enhance and improve its response to allegations of abuse and working practices, thereby, ensuring a safe environment for all.

Legitimate Interest Assessment

We have undertaken a Legitimate Interest Assessment the summary of which sets out why we have a legitimate interest.

We have a specific purpose with a defined benefit	The purpose of the review is to advise and recommend to the Church of England improvements to its response to allegations of abuse and its safeguarding working practice, thereby, ensuring a safe environment for all.
The processing is necessary to achieve the defined benefit.	The Church of England would be unable to address any failings as these would not be known or understood, and would be less able to improve practice, or to address the concerns and needs of survivors.
The purpose is balanced against, and does not override, the interests, rights and freedoms of data subjects.	Data subjects have a joint interest in learning from the review and understanding what happened and what needs to be done to improve practice and survivor support. Data subject involvement is a key component of the review, and measures are in place to protect their rights and freedoms.

For a copy of the full Legitimate Interest Assessment, please contact the Review Administrator, whose contact details are set out at section 10 below.

Special categories and information relating to criminal convictions and offences

- **Explicit Consent** - we may need to process information held by the police and law enforcement agencies or provided by or shared with specific 3rd party organisations, where you have given explicit consent to us doing so for the purposes of the Review.
Consent can be withdrawn at any time by contacting us using the contact details provided in Section 9 below.
- **Substantial public interest** (protecting the public against dishonesty etc.) – the Review Team may need to process your information where necessary for the protection of members of the public generally against seriously improper conduct, and from any failures in connection with, the Church of England’s activities, or for safeguarding purposes.
- **Archiving** – the material collected by the Review will be appropriately archived in the public interest, scientific or historical research purposes or statistical purposes.

4. Who the Review Team collect your information from:

The Review Team will process personal data that comes from various sources including:

- Former and current archbishops/diocesan/suffragan bishops and staff in the archbishop's/bishop's office;
- Former and current provincial/diocesan registrars and diocesan safeguarding advisors;
- Victims/survivors and those who have made allegations of abuse in relation to John Smyth;
- Members of the clergy (serving and retired);
- Current and former members of the PCC;
- Witnesses to any unlawful behaviour or other misconduct;
- Living relations of John Smyth;
- The police and other statutory or regulatory agencies.;
- The Scripture Union, including any independent review which they may have commissioned;
- Winchester College, including any independent review which they may have commissioned;
- The Titus Trust, including any independent review which they may have commissioned.

Some information will come directly from the individuals concerned and some will come from other sources, (e.g. case files), (see section 3 above for further information).

5. Sharing your information:

All personal data provided will be treated as strictly confidential and may be shared only with the Review Administrator for the period of the review. When the review is completed the report and recommendations will be shared with the Archbishops' Council for the purposes of improving the Church of England's safeguarding procedures, including the response to allegations and safer working practices.

Matters concerning safeguarding which arise during the course of the Review, but which are not directly related to the Review, will be referred to the National Safeguarding Team.

Audio recordings will be transcribed by a third-party transcription service. Once a transcription has been produced, your information will no longer be kept by this party. They will sign a non-disclosure agreement.

Your data may also be shared with the Scripture Union's independent review, and Winchester College's independent review with your explicit consent.

6. How long does the data controller keep your information?

We will keep your information for the period of the Review. Thereafter the information will be weeded and appraised for archiving in the public interest, scientific or historical research purposes or statistical purposes, with restricted access conditions.

The transcription company will permanently delete all your data from their systems on completion of the transcript.

7. Security

We are committed to ensuring that your personal data is secure. We limit access to data on a need to know basis and all electronic transfer and storage is encrypted.

8. Your rights

You have the following rights regarding your personal data:

- The right to be informed about any data we hold about you;
- The right to request a copy of your personal data which we hold about you;

- The right to withdraw your consent at any time (where appropriate);
- The right to request that we correct 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 us 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 your personal data

To exercise these rights please contact the Review Administrator using the contact information provided below.

9. Complaints or concerns

If you have any concerns or queries about how the Reviewer handles your personal data, please contact the Review Administrator at:

barbara.chapman@churchofengland.org

If you have any concerns or queries about how the Review Administrator or the Archbishops Council handles your personal data, please contact the National Church Institutions' Data Protection Team at:

Email: gdpr@churchofengland.org

or

Tel: 020 7898 1030

You have the right to make a complaint at any time to the Information Commissioner at:

Online: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>

or

Tel: 0303 123 1113 (local rate)