

National Church Institutions Safeguarding Privacy Notice

The National Church Institutions (NCIs) are committed to maintaining your trust by protecting your personal data. Personal data is any information relating to an identified or identifiable person. The NCIs will process your personal data in a transparent and lawful way, as stated in our Data Protection Policy which is available on request. Please note that the Data Protection Policy is, where relevant, the NCIs' appropriate policy document in compliance with Part 4 of Schedule 1 to the Data Protection Act 2018.

1. Data controller(s)

This privacy notice is provided for and on behalf of the NCIs to explain what to expect when the NCIs collect your personal information. In this notice the following NCIs are separate data controllers as defined by data protection legislation, in particular the General Data Protection Regulation ("GDPR").

The NCIs comprises seven separate legal entities. They are:

- The Archbishops' Council, The Church Commissioners for England, The Church of England Pensions Board, Church of England Central Services, The National Society (Church of England) for Promoting Religious Education;
Church House
Great Smith Street
London
SW1P 3AZ
- The Archbishop of Canterbury (in his corporate capacity);
The Office of the Archbishop of Canterbury
Lambeth Palace
SE1 7JU
- The Archbishop of York (in his corporate capacity)
The Office of the Archbishop of York
Bishopthorpe Palace
Bishopthorpe
York
YO23 2GE

For further information on the NCIs please go to:

<https://www.churchofengland.org/about/leadership-and-governance/national-church-institutions>

2. Why we collect and use your personal data

Personal information is collected to enable the NCIs to carry out their safeguarding responsibilities to support the mission and ministry of the Church of England and its members, including the following activities:

- Promoting and supporting the mission and ministry of the Church of England
- Provision of training and education
- Provision of safeguarding services
- The provision of legal advice
- Liaison with public, statutory and regulatory enquiries (including legal and independent reviews and inquiries) and courts and tribunals

- Litigation, dispute resolution and judicial process (including liaison with external advisers)
- Publishing resources, reports and reviews
- Corporate administration and all activities we are required to carry out as data controllers
- Undertaking research and statistical analysis
- Managing archived records for historical and research reasons, including the management of administration of access to our collections
- Maintaining our own accounts and records
- Ensuring the safety of those that work for or are employed by a legal entity that forms part of the institutional Church of England, including contractors and office holders, members of the Church of England and members of the public

3. The categories of personal data we collect:

The types of information we process include:

- personal details
- contact information
- family details
- lifestyle and social circumstances
- employment and education details
- housing needs

We also process “special categories” of information that may include:

- race;
- ethnic origin;
- politics;
- religion;
- trade union membership;
- health;
- sex life; or
- sexual orientation
- criminal allegations, proceedings or convictions.

We process personal information about:

- current, retired and prospective clergy
- employees (see wording below)
- volunteers
- complaints of misconduct and unlawful acts
- individuals involved in or connected with legal claims, inquiries, reviews and dispute resolution
- professional advisers and consultants
- children and parents

- individuals whose safety has been put at risk

4. The lawful basis for using your information

As set out above we collect personal data, including some “special categories” of information. We collect and use personal data under one or more of the legal bases which are set out in Article 6 of the GDPR. We collect and use “special categories” of data under one or more of the legal bases which are set out in Article 9 of the GDPR. We may also process personal data relating to criminal convictions and offences on the basis allowed in Article 10 of the GDPR.

Personal data

- **Public task** – we may need to process your information to undertake a duty or task in the public interest. In particular, this includes making sure that the provision of services and activities by the Church of England is safe for all members of the public.
- **Legitimate interest** – we may need to process your information in order to undertake tasks and duties which are in the legitimate interest of the bodies and officials which make up the Church of England. This includes doing all that we reasonably can to ensure that no member of the public; members of the Church of England or anybody who works for or is employed by a legal entity which is part of the institutional Church of England, including contractors and office holders, is at risk of harm in connection with the activities of the Church of England. See in that regard, the Promoting a Safer Church policy statement 2017
<https://www.churchofengland.org/sites/default/files/201712/PromotingSaferChurchWeb.pdf>.
- **Legal obligation** – we may need to process your information in order to comply with a legal obligation imposed on us, for example, the Inquiries Act 2005, can compel bodies to provide certain information, which may include personal data, for the purposes of a statutory inquiry; or a referral to the Disclosure and Barring Service under the Safeguarding Vulnerable Groups Act 2006, or an order of a court or tribunal.

Special categories & criminal information

- **Substantial public interest** (protecting the public against dishonesty etc.) – we may need to process your information for a reason of substantial public interest. In particular, this condition is met where it is necessary for the exercise of a “protective function”, as defined in Schedule 2, paragraph 11 to the Data Protection Act 2018, including 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. In that regard, please see Practice Guidance: Safer Recruitment 2016 policy: https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf.

As set out at the top of this notice, we have an appropriate policy document in place.

- **Legal claims** – we may need to process your information where it necessary to do so for the establishment, exercise or defence of legal claims or in connection with judicial process.
- **Archiving** - we may process your information for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes including the organisation, preservation of, and controlled access to, segments of the Church’s history.

We will only use your personal data for the uses and purposes set out above, unless we reasonably consider that we need to use it for another reason and that reason is compatible

with the original use and purposes. If we need to use your personal data for an unrelated purpose, we will notify you and will explain the legal basis which allows us to do so.

Because we think that we have a legitimate interest in processing your personal data, we have undertaken a Legitimate Interest Assessment which sets out why we think such processing is justified.

Legitimate Interest Assessment

We have a specific purpose with a defined benefit	The consideration of matters which you have brought to our attention in order that, amongst other things, we can identify any potential wrongdoing, inappropriate behaviour, or unlawful conduct and put in place a safer way of working across the Church of England.
The processing is necessary to achieve the defined benefit.	Unless we properly appreciate the detail of the matters to which you refer we cannot take steps to ensure that we have provided the most appropriate safeguarding response both to you and others.
The purpose is balanced against, and does not override, the interests, rights and freedoms of data subjects.	Yes. There is the risk of significant and/or serious harm to others if unsuitable individuals are appointed to positions of authority and responsibility and/or roles where they are trusted by others. This risk is greatest where allegations are not identified and/or properly addressed. We considered that this is balanced against, and does not override, your interests, rights and freedoms.

For a copy of the full Legitimate Interest Assessment, please contact our Data Protection Team, whose contact details are set out at section 11 below.

5. Who we collect from or share your information with:

Where necessary or required to meet the purposes listed, we collect from or share information with:

- parishes, dioceses, bishops' offices and cathedrals (see Responding to, assessing and managing safeguarding concerns and allegations against Church Officers (2017))
- candidates, prospective employees, employees or other staff members (including contractors, workers, consultants and volunteers, including members of any "Core Group" as set out in (safer recruitment practice guidance) and/or Practice Guidance: Responding to, assessing and managing safeguarding concerns or allegations against church officers (October 2017), see in particular **section 1.6**)
- legal representatives
- parties and individuals involved in or connected with legal claims, inquiries, reviews and dispute resolution (including mediation and arbitration)
- healthcare, social and welfare organisations or providers or health, social care or welfare services
- educational institutions
- governance bodies and committees
- 3rd party data processors

- local and central government
- both houses of parliament and members of parliament
- regulatory and statutory bodies
- law enforcement and prosecuting authorities
- courts and tribunals and providers of legal services
- members of the judiciary
- charitable, religious and voluntary organisations
- survey and research organisations
- statutory, public, regulatory or other legal or independent reviews or inquiries, including any “lessons learned” reviews

Once your information has been collected by an NCI it may be used by other NCIs, where necessary, to provide a complete service to you. It is for this reason that we link your information together, for example, to save you providing your information more than once.

6. Your personal data will not be sent to countries outside the EEA without your consent, and with necessary safeguards.

The NCIs do not share your information with third countries outside of the UK or EEA without the safeguards being in place that are equivalent to the UK data protection legislation or the GDPR.

7. How long do we keep your information?

There’s often a legal and/or business reason for keeping your information for a set period, as stated in our retention schedules. These can be found here:

[Records management guides | The Church of England;](#)

<https://www.churchofengland.org/sites/default/files/2017-10/Safeguarding%20Records-%20Retention%20Tool%20kit%20-Dec%202015.pdf>

8. Security

We are committed to ensuring that your personal data is secure. To prevent unauthorised access or disclosure, we have put appropriate technical and organisations measures in place to safeguard your information. The NCIs assure this by complying with relevant security best practice standards.

If a data breach does occur, we will do everything in our power to limit the damage and comply with the Information Commissioner’s guidance. In the case of a high-risk data breach, and depending on the circumstances, we will inform you about the remedial actions to prevent any further damage. We will also inform the Information Commissioner’s Office of any qualifying data breaches.

The procedures and related standards we apply include limiting access to data on a need to know basis and regularly testing and auditing our security practices and technologies.

Employees and temporary workers are required to follow policies and procedures and complete mandatory annual training to understand data protection and information security.

9. Your personal data will not be used for any automated decision making without access to human intervention.

10. Your rights

You have the following rights regarding your personal data:

1. The right to be informed
2. The right to access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object

If you wish to exercise these rights, please contact the Data Protection Team using the contact information provide below. The NCIs Individual Rights Policy is available on request.

11. Complaints or concerns

If you have any concerns or queries about how the NCIs handle your personal data, please contact the Data Protection Team at:

gdpr@churchofengland.org

or

Data Protection Team
Church of England Record Centre
15 Galleywall Road, London, SE16 3PB

You have the right to make a complaint at any time to the Information Commissioner at <https://ico.org.uk/concerns/> or:

Information Commissioner's Office
Wycliffe House
Water Lane Wilmslow Cheshire SK9 5AF
Tel: 0303 123 1113 (local rate)