

National Register of Clergy - Privacy Notice

This privacy notice is provided by the People Systems team to explain what to expect when we collect and process your personal information in accordance with the UK GDPR and the EU General Data Protection Regulation (GDPR).

Data controller

The data controller is:

The Archbishops' Council,
Church House
Great Smith Street
London
SW1P 3AZ

For further information on the Archbishops' Council please go to:

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

1. Why we collect and use your personal data

Personal information is collected for the following purpose/s:

- To provide a single, reliable, up to date public register to enable anyone to check the bona fides of all clergy with licence or permission to officiate.

2. The categories of personal data we collect:

The information we process for this purpose is:

- Full name;
- Postal and email address;
- The form of authority to exercise ministry;
- Details of authority to exercise ministry:
 - Area or place of activity to which the authority relates, and
 - Relevant dates or limitation of time to which the authority is subject;
- The date on which the authority comes to an end or details of the contingency on the occurrence of which it comes to an end, if the authority is subject to a limitation of time;
- Notification of termination or limited cessation of or suspension from authority to exercise ministry.

We also process “special category” data:

- Religious belief, on the basis that by publishing a register of ordained clergy in the Church of England, this reveals religious belief.

3. The lawful basis for using your information

We collect and use personal data under the following lawful bases:

Personal data

- **Legal Obligation** (Article 6(1)(c)) – the Church of England (Miscellaneous Provisions) Measure 2020 (the “2020 Measure”), Section 2 entitled “National ministry register”, which require the bishop of each diocese or the holder of any other specified office to provide the Archbishops' Council with the data listed above;

- **Public Task** (Article 6(1)(e)) – The National Ministry Register (Clergy) Regulations 2020 vests official authority in the data controller.

Special Category data

Substantial Public Interest (Article 9(2)(g))- the exercise of a function conferred on the data controller by an enactment or rule of law i.e. the keeping of a public register for reasons of general public interest, Data Protection Act 2018 Schedule 1, Part 2, paragraph 6.

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

We collected your information from:

- The Diocesan Bishop
- The Archbishops of Canterbury and York
- Or any other office in the Church of England specified by the data controller in accordance with section 2 of the 2020 Measure

We will be sharing your information with:

- Big Blue Door – for the purposes of hosting the database for the public register
- The general public

5. How long do we keep your information?

We will keep your information for the period of time stated in our retention schedule.

6. Your rights

You have the following rights regarding your personal data:

- The right to be informed about the data we hold about you;
- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- 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 obtain and reuse your personal data to move, copy or transfer it from one IT system to another (if applicable).

The following rights are exempt, in accordance with the Data Protection Act, Schedule 2, Part 1, paragraph 5 – Information required to be disclosed by law, where exercise of these rights prevents us from meeting our legal obligation:

- The right to request erasure
- The right to object to processing

To exercise these rights, please contact the Data Protection team using the contact information provided below.

7. Complaints or concerns

If you have any queries regarding this processing activity, please contact, in the first instance, the People System Support Team, at peoplesystems@churchofengland.org

If you have any concerns or queries about how the People Systems team handle your personal data, please contact the Data Protection Officer at:

gdpr@churchofengland.org

or online at: [National Church Institutions data protection | The Church of England](#)

You have the right to make a complaint at any time to the Information Commissioner online at: [Your personal information concerns | ICO](#), or by phone on 0303 123 1113 (local rate