

Clergy Payroll Privacy Notice

The privacy of clergy is very important to us. So is the security of their data. The following information is included so that clergy whose information is stored on the Church Commissioners Clergy Payroll may be aware of what data we collect and how we use that data. In addition, there is information on their rights as a data subject and the people they should contact if they have any queries.

What data we collect and why

The Church Commissioners and Church of England Central Services will collect and hold personal data including your name, national insurance number, date of birth, clerical appointment details, contact details, bank account detail and stipend amount to fulfil our lawful purpose:

- To pay you a stipend on behalf of your funding body and to report the necessary costs to that funding body.

Additional Information

Certain aspects of your data are also shared, as follows, to perform a specific administrative function:

- Your name, contact information and clerical appointment details are shared with Crockford's to allow them to fulfil their primary purpose to maintain an up to date record of your appointment(s) on the Crockford database. This does not mean that you have consented to any of your details being published in Crockford's Clerical Directory (either online or in paper print). Please see their separate privacy notice. For more information please see: <https://www.churchofengland.org/resources/clergy-resources/crockfords-clerical-directory/appearing-crockford>
- Your name, national insurance number, contact information and stipend details are shared with the Church of England Pensions Board to enable them to fulfil their primary purpose to administer your pension record. Please see their separate privacy notice.

Individual Rights

Unless subject to an exemption under Data Protection law, you have the following rights with respect to your personal data: -

- 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- The right to request that we correct any personal data if it is found to be inaccurate or out of date;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 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 at any time to withdraw your consent to our processing of your personal data;
- The right to lodge a complaint with the Information Commissioner's Office.

Important Contacts

The Church Commissioners and Church of England Central Services are joint data controllers of any personal information provided to or gathered by the Clergy Payroll Team. If you have any questions about this privacy policy, including any requests to exercise your legal rights, please contact our Data Protection Officer at gdpr@churchofengland.org or the following address:

Church Commissioners/Church of England Central Services
Church House
Great Smith Street
London SW1P 3AZ

In any event you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO can be contacted on their helpline number which is 0303-123 1113 or by other contact methods as set out on their website (www.ico.org.uk).