

Archbishops' Council
Interim Support Scheme
Applicant's Privacy Notice

1. Introduction and data controller

This privacy notice is provided by the Archbishops' Council and the Interim Support Scheme (the Scheme) to explain what to expect when we collect and process your personal information in accordance with the UK GDPR. Personal data is any information relating to an identified or identifiable person. The Archbishops' Council is committed to protecting your personal data, as we understand the importance of your privacy and the sensitivity of the information you may share with us.

The data controller is: The Archbishops' Council, Church House, Great Smith Street, London SW1P 3AZ. For further information, please go to:

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

For further details on how the Scheme operates, please contact the Support Scheme office at SupportScheme@churchofengland.org.

2. Why the Scheme processes your personal data

The Archbishops' Council has established an Interim Support Scheme. The Scheme is a grant awarding scheme for victims and survivors of Church of England abuse who find themselves in urgent need of support. The Scheme is designed to help in times of unforeseen crises and is intended to give temporary help and support to survivors whose life circumstances are significantly affected by the abuse suffered, and the response to it. The Scheme is designed to provide short term help by addressing immediate and urgent needs.

Scheme applications are considered and assessed by a decision-making panel appointed by the Archbishops' Council and supported by a Panel Secretary and adviser. An appeal body may consider representations made by applicants where a request for support has been previously declined.

Personal data is processed for the following purposes:

- a) To administer and assess applications made to the Scheme, including: to consider the requests for help and decide on the support to be offered; to request more information to support your application; to inform you of the decision; to make payments in accordance with the decision; to administer any appeal.
- b) Taking any necessary actions required under statutory guidance and national Practice Guidance to respond to safeguarding concerns or allegations.
- c) To circulate your name to the panel members who would consider your application, once your application has been received. This is to enable any conflict of interest to be declared and to ensure the integrity of the decision making process.
- d) To share information with your advocate.
- e) To share your name with Church of England safeguarding professionals (e.g. Diocesan/Cathedral Safeguarding Team staff or National Safeguarding Team case-workers), in order to obtain further information to take your application forward.

- f) To inform the full Redress Scheme (when established) of any interim support scheme award if an application is made to that scheme.
- g) To maintain records of Decision Panel meetings to ensure fairness and equity in the treatment of applicants. All Panel meetings are currently held on Zoom or Teams. The meetings may be recorded, the notes of the meeting are written up, and then the recording is deleted usually within 14 days of the meeting.
- h) To produce and archive anonymised reports, case summaries or any other relevant audit documents as required by the Archbishops' Council.
- i) To ensure that the Scheme is audited by internal and external auditors to ensure that it is properly governed and funds are deployed appropriately.
- j) In consultation with you, to share your details with an appropriate independent source, such as a Therapist, to obtain further information to better inform how the Scheme may support you.
- k) To share any newly disclosed safeguarding concerns with Church of England safeguarding professionals (e.g. Diocesan/Cathedral Safeguarding Advisers) in accordance with the published Practice Guidance. .

3. The information that may be processed is:

We collect non-special category personal information, such as:

- Name (the panels may be able to consider a pseudonymised case)
- Gender
- Marital status
- Employment
- Dates (e.g. date of birth)
- Contact information (e.g. address and phone numbers)
- Bank account details for payments
- Family details, social and economic background, income and financial resources (for a more holistic understanding of your circumstances)
- Compensation and benefits received from other sources
- Image – in exceptional circumstances, you may be invited to attend a Panel meeting and your image will be captured in the virtual meeting room, e.g. Zoom.

The Scheme may also process 'special categories' of information, such as:

- Religious belief
- Health (including medical or therapeutic information)
- Criminal convictions and offences, including criminal allegations
- The information you submit with your application may also lead to the processing of other special category data.

4. Who we collect data from Mostly you, but also from

- Your advocate
- A third party acting for or on behalf of survivors such as a support service
- Health professionals with your consent
- Appropriate independent advisors with your consent

- Safeguarding professionals, including the National Safeguarding Team and Diocesan/Cathedral Safeguarding Advisors
- Statutory authorities with your consent.

5. The lawful bases for processing your personal information

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

Public Task (A6(1)(e)) and Legitimate Activity (A9(2)(d)) –
for item 2(a) above

We need to process your information in accordance with the Responding Well to Victims and Survivors of Abuse Guidance. Relevant persons (as set out in the Safeguarding (Code of Practice) Measure 2021) must follow this guidance unless there is a cogent reason not to do so.¹ The Guidance includes the Interim Support Scheme as part of the support that church bodies must offer to all people who report abuse by a Church Officer or disclose that they have experienced abuse in a church setting.

Legal Obligation (A6(1)(c)) and Legitimate Activity (A9(2)(d)) –
for items 2(b) above

Guidance² from the Charity Commission outlines the legal responsibilities of the trustees, under statute (e.g. the Trustee Act 2000, Charities Act 2011) and the common law. In law, the trustees must act solely in the interests of the charity and take their decisions solely in the interests of furthering the charitable purposes. This includes dealing with conflicts of interests. Identifying possible conflicts of interest at an early stage and taking appropriate action to avoid, eliminate and/or manage them is a key element for charity trustees in properly administering charities. Your personal data in this context will only be shared with panel members and not outside the panel without your consent.

Consent (A6(1)(a)) and Explicit Consent (A9(2)(a)) –

A consent form is attached to this privacy notice for items 2(c), 2(i), 2(j) and 2(k)

If you do not wish to provide consent to 2(c) and 2(i) above, please be aware that we cannot share your data with these third parties and therefore cannot communicate with them about you. We would be happy to discuss any concerns that you have about particular data. We understand and respect your right to withdraw consent and you may do so at any time by contacting the Support Scheme Panel Secretary using the contact details in Section 11 below. Please note that any withdrawal of consent may hinder the progress of your application.

Legitimate Interest (A6(1)(f)) and Legitimate Activity (A9(2)(d)) –
for items 2(d), 2(e), 2(f) and 2(g) above

The processing is carried out in the course of the legitimate activities of the Archbishops' Council as endorsed by the General Synod to establish the Interim Support Scheme. The

¹ The requirement to follow guidance unless there is a cogent reason not to do so is equivalent to the term 'due regard', which is explained on this webpage. The use of the term 'due regard' will phase out as the periodic redrafting and updates of guidance will form part of the Code (under the Safeguarding (Code of Practice) Measure 2021, which changed the law surrounding 'due regard').

² Charity Commission for England and Wales, "The Essential Trustee: What You Need to Know, What You Need to Do," https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf, accessed on 13 September 2022.

Scheme provides support to members or former members of the Church of England or to persons who have regular contact with it in connection with its purposes. Personal data are not disclosed outside the Church of England without the consent of the applicants (i.e. data subjects).

Because we consider that we have a legitimate interest in processing your personal data in relation to items 2(d), 2(e), 2(f) and 2(g), we have undertaken Legitimate Interest

Assessments (LIA(s)) which set out why we consider such processing is justified, (i.e. the legitimate interests on which the processing is based).

LIA for 2(d)

We have a specific purpose with a defined benefit	To help establish the eligibility of the applicants and obtain further information about applicants' support needs
The processing is necessary to achieve the defined benefit.	They form one of the sources of information (beside the data subject), and the decision panel needs to be informed by (but not limited by) such information.
The processing legitimately overrides the interests of the data subject and any risks to their rights or freedoms.	In order to make equitable and informed decisions in relation to the support offered, the panel needs to contact Church of England Safeguarding professionals to ascertain whether they may have additional information that will aid the decision process.

LIA for 2(e):

We have a specific purpose with a defined benefit	Any funding provided to the applicant for agreed support must be reported to the full Redress Scheme to ensure that if the applicant applies to that Scheme, any previous awards are known and can be taken into account.
The processing is necessary to achieve the defined benefit.	Information will be shared with the Redress Scheme to avoid the duplication of payments.
The processing legitimately overrides the interests of the data subject and any risks to their rights or freedoms.	ISS applicants are informed in offer letters that any award/support will be notified to the full Redress Scheme, This is to ensure that any further application for redress takes into account what has already been provided to ensure financial probity and equitable decision making.

LIA for 2(f) and 2(g)

We have a specific purpose with a defined benefit	To maintain meeting records and inform any policy changes to the Scheme
---	---

The processing is necessary to achieve the defined benefit.	If 2(f) cannot go ahead, there would be no accountability in the process. If 2(g) cannot go ahead, policy development cannot be informed by learnings from Scheme.
The processing legitimately overrides the interests of the data subject and any risks to their rights or freedoms.	The processing is in the interests of both the applicants and the Archbishops' Council, in order to ensure a record of all decisions and awards, and that the Scheme is operating under the scrutiny of senior leaders and trustees in the Archbishops' Council.

For a copy of any of the full Legitimate Interest Assessments, please contact supportscheme@churchofengland.org

Legal Obligation (A6(1)(c)) and Substantial Public Interest (A9(2)(g)) –
for items 2(h) above

Guidance³ from the Charity Commission outlines the legal responsibilities of the trustees under statute (e.g. the Trustee Act 2000 and Charities Act 2011) and the common law. In law, the trustees must act solely for the benefit and in the interests of the charity and exercise such skill and care as is reasonable in the circumstances. This includes the sharing of data with both internal and external auditors for the purpose of the prevention or detection of any unlawful act (cf. Schedule 1, Part 2, Paragraph 10 of Data Protection Act 2018).

Public Task (A6(1)(e)) and Substantial Public Interest (A9(2)(g)) –
for items 2(l) above

. The sharing of data with Church of England safeguarding professionals (e.g. Diocesan Safeguarding Advisers) is in accordance with published practice guidance and is for the purpose of safeguarding children and individuals at risk and protecting members of the public from seriously improper conduct (cf. Schedule 1, Part 2, Paragraph 18 and 11 of Data Protection Act 2018).

6. Sharing information

All personal data provided will be treated as strictly confidential and may be shared only with the following:

- Panel Secretary and the Scheme office
- Panel members (when they need to consider your application. They will not have access to your information after a panel has concluded.)
- Nominated trustees in the Archbishops' Council (when they need to consider your application. They will not have access to your information after a panel has concluded.)
- Finance staff who process payments (your name and bank details only)
- Independent advisors (with the consent of the applicant)

³ Ibid.

- An advocate or third party support service as appointed by the applicant (with the consent of the applicant)
- Church of England safeguarding professionals
- Internal and external auditors (usually in the form of a random selection of cases, auditing whether the payments correspond to the minutes and whether the rationale of the decisions made were laid out clearly)

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

Applications and supporting papers will be kept for 75 years from the date of application.

Bank and financial details held by the Finance Team will be kept for 6 years from the date of payment.

Zoom meeting recordings are held for up to 14 days, for minutes to be written, and then deleted. Meeting records will be held for 75 years following the closure of the Interim Support Scheme.

Payment details will be held for 7 years after date of payment.

Anonymised minutes, reports, summaries or audits will be appraised for archiving in the public interest, scientific or historical research purposes or statistical purposes and made public 30 years after the Scheme terminates.

8. Transfer of data outside the UK/EEA

Personal data will not be transferred outside the UK or EEA without your explicit consent.

9. 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 by the data controller is encrypted.

10. 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;
- 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 Panel Secretary or Data Protection Officer using the contact information provided below.

11. Complaints or concerns

If you have any queries regarding how the Scheme handles your personal data, please contact, in the first instance;

Panel Secretary ; Email: SupportScheme@churchofengland.org

If you have any concerns or queries about how the Archbishops' Council handles your personal data, please contact the Data Protection Officer at:

Email: gdpr@churchofengland.org or online at: [National Church Institutions data protection | The Church of England](#) or Tel: 020 7898 1114.

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).