**Peterborough Diocesan Board of Finance Privacy Notice**

Details on the Peterborough Diocesan Board of Finance privacy notice.

The Peterborough Diocesan Board of Finance (DBF) is committed to maintaining your trust by protecting your personal data.

Personal data is any information relating to an identified or identifiable person. The DBF will process your personal data in a transparent and lawful way, as stated in our [Data Protection policy.](https://www.peterborough-diocese.org.uk/privacy-notice.php)

We may change this statement from time to time to reflect privacy or security updates. We encourage you to periodically review this page for the latest information.

**Data Controller**

The Church of England comprises many different charities and office holders; it is a community rather than an organisation. The Diocese of Peterborough itself is made up of multiple charities – one of which is the Peterborough Diocesan Board of Finance (“DBF” , !we”, “our”, “us”). The DBF is the legal entity through which many of the diocesan responsibilities and functions are achieved and is the data controller for any data it processes to achieve its purpose (s)

**Why we collect and use your personal data+**

Personal data is collected to enable the DBF to provide a range of services to carry out our many functions in support of Mission and Ministry in this diocese.  Your personal data may be processed by members of diocesan staff or volunteers for purposes connected with diocesan business, this includes:

* Promoting and supporting the mission and ministry of the Church of England in this diocese.
* The administration of membership records.
* The provision of training and education.
* To fundraise and promote the interests of the charity.
* The provision of safeguarding services.
* The provision of clergy housing.
* The provision of pensions, payroll and benefits.
* Maintaining our own accounts and records.
* Promoting news, events, activities and services happening throughout the diocese.
* Supporting and managing our employees.
* Supporting clergy to undertake their mission.

**The lawful basis for using your information+**

We collect and use information under one or more of the following legal bases.

* Consent – we need your permission to use your information. Where we require consent to use your information we will make it clear when we ask for consent and explain how to go about withdrawing your consent.
* Legal obligation – we need to process your information to comply with the law.
* Public task – we need to process your information to exercise official authority or carry out tasks in the public interest.
* Contract – we need to process your information as part of a contract such as a contract of employment.
* Vital interest – we need to process your information to protect someone’s life in an emergency.
* Legitimate interest – we need to process your information in order to undertake tasks and duties related to members of the Church of England.
* In most circumstances we process your personal data in the course of our legitimate activities as a not for profit body with a religious aim. Where we require consent to use your information we will make it clear when we ask for consent and explain how to go about withdrawing your consent

**Special category and criminal conviction data**

We collect and use information under one or more of the following conditions:

* Explicit consent – we need your permission to use your information.  Where we require consent to use your information we will make it clear when we ask for consent and explain how to go about withdrawing your consent
* Employment law - carrying out the obligations and exercising specific rights in relation to employment law
* Vital interest - we need to process your information to protect someone’s life in an emergency
* Legitimate activity - processing is carried out in the course of our legitimate activities with appropriate safeguards
* Processing relates to personal data which are manifestly made public by the data subject
* Legal claims - where processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
* Substantial public interest, in accordance with the Data Protection Act 2018, Schedule 1, Part 2
* Occupational health - processing is necessary for the purposes of preventive or occupational medicine
* Archival or research purposes – where processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

We may 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

**Who we collect from or share your information with**

* Other data controllers within the Church of England, such as National Church Institutions to provide a complete service to you without the need for you to provide the information more than once.
* Information might be shared with individuals or organisations including: Members and their families, Employees, Prospective employers, other church bodies (eg. The Archbishops Council), volunteers engaged by the Diocese, other such recipients where it is necessary to share data to discharge Diocesan obligations.
* Information may also be shared with any third party services the Diocese engages to help fulfil its obligations. These include:
* Our IT Service Provider
* Mailing providers
* Survey tools
* Training providers
* Regulatory bodies required by law.

**Countries outside of the UK/EEA**

The DBF does not share your information with third countries outside of the UK or EEA without the safeguards being in place that are complaint with the UK GDPR or the EU GDPR.

**How long do we keep your information?**

There’s often a legal and/or business reason for keeping your information for a set period, we keep data in accordance with the guidance set out in the guide [‘Save or Delete’: The Care of Diocesan Records, which is available from the Church of England website here](https://www.churchofengland.org/more/libraries-and-archives)

**Where do we keep your information?**

Information the Diocese stores remains inside the EU. It is encrypted and securely held on password protected servers with no permitted access to anyone unless they have an operational/Diocesan business need to do so.

If a data subject permits us to do so, contact information will be made available through the Diocesan website or within the online Diocesan Directory. It should be noted this information will then be visible outside of the UK.

**Automated decision making without access to human intervention**

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

**Your rights**

You have the following rights regarding your personal data, unless exempt:

* The right to be informed about any personal information we collect and use about you;
* The right to access and request a copy of your personal information which we hold about you;
* The right to withdraw your consent at any time (where applicable);
* The right to request that we correct any personal information if it is found to be inaccurate, incomplete or out of date;
* The right to request your personal information is erased where it is no longer necessary for us to keep such information;
* The right to request a restriction is placed on further processing, for example where there is a dispute in relation to the accuracy or processing of your personal information;
* The right to object to the processing of your personal information;
* The right to obtain and reuse your personal information to move, copy or transfer it from one IT system to another. (only applicable for data held online)

If you wish to exercise these rights please use [this form](/content/pages/documents/individual-rights-request-policy-and-procedure.docx).

**Complaints or concerns**

If you believe the DBF has not complied with your data protection rights, please contact the Data Protection Officer at [[sue.ratcliffe@peterborough-diocese.org.uk](mailto:sue.ratcliffe@peterborough-diocese.org.uk)] or write to:

The Data Protection Officer

The Diocesan Office

The Palace

Peterborough

PE1 1YB

You also have the right to complaint to the Information Commissioner’s Office (ICO) at any time. The ICO is the UK supervisory authority for data protection issues and contact details can be found on the ICO website – [www.ico.org.uk](http://www.ico.org.uk) or write to:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate)