

Staff Privacy Notice

Guildford Diocesan Board of Finance

Introduction

The Church of England comprises many different Charities and Office Holders; it is a community rather than an organisation. The Diocese of Guildford itself is made up of multiple charities, one of which is the Guildford Diocesan Board of Finance (“DBF”, “we”, “our”). DBF is the legal entity through which many of the diocesan responsibilities and functions are achieved.

This privacy notice applies to all staff employed by DBF, including permanent and fixed-term appointments. It does not cover contractors, volunteers or consultants. For staff who are also clergy, reference should be made to the separate **Clergy Privacy Notice**, which details how the diocese collects and processes information related to your licensing as a clergy.

This privacy notice does not form part of any contract of employment or other contract to provide services.

What data do we process?

DBF collects and processes a range of information about its staff. This includes:

- your name, address and contact details, including email address and telephone numbers
- your date of birth
- details of your education, qualifications, skills, experience and employment history, including start and end dates and notice period
- information about your current level of remuneration, including entitlement to benefits
- details of any gaps in employment.
- details of whether you are a relative, partner of, or have any close personal relationship with any employee of or any person connected with DBF (e.g. clergy, volunteers).
- details of any conflicts of interest you may have with the DBF, including other employment, voluntary work, and connections with the wider Diocese.
- details of your registration with or membership of any professional bodies required for you to be able to practice in your profession or meet the requirements of the role that you have applied for, and details of any sanctions or restrictions placed upon you that affect your ability to practice in that role.
- information about your identity and entitlement to work in the UK.
- information about your criminal record and conduct towards children, young people and vulnerable adults, where applicable to your role that has either been declared by you or supplied via the Disclosure and Barring Service (DBS).
- whether or not you have a disability for which the DBF needs to make reasonable adjustments that you have declared to DBF, either during your recruitment or employment.
- health information that might be disclosed or submitted associated with maternity or sickness absence.

Registered Address: Church House Guildford, 20 Alan Turing Road, Guildford, Surrey, GU2 7YF

T: 01483 790300 E: data.protection@cofeguildford.org.uk www.cofeguildford.org.uk

The Guildford Diocesan Board of Finance is a registered charity (248245) and a company limited by guarantee and registered in England and Wales (225289).

- equal opportunities monitoring information, including information about your gender, whether you are married or in a civil partnership, ethnic origin, sexual orientation, religion or belief, health and disability.
- where you have applied for a role that would require you to drive on DBF business we will collect details of your driving licence and any driving offences that you incur and details of your car insurance, tax and MOT.
- Bank details to enable payments to be made
- information associated with performance, grievances raised, complaints, and disciplinary processes during your employment.

DBF will collect this information in a variety of ways. For example, data might be collected through application, CV, obtained from your passport or other identity documents such as your driving licence and qualification certificates, or collected through interviews or other forms of assessment.

DBF will also collect information about you from third parties, such as references supplied by current and former employers, other organisations in relation to pre-employment checks, such as registration with professional bodies where a requirement of the role and information from criminal records checks permitted by law.

Why do we need your personal data and how do we use it?

DBF has a duty as a company and charitable organisation to meet its contractual obligations as set out in your statement of terms and conditions of employment and to meet legal obligations in relation to the employment relationship, as well as to assess suitability for a role and monitor diversity.

The data collected from you when you apply for a role and during your employment is used solely to manage the employment relationship with respect to the requirements of your role (for instance, we only need information about your driving licence if your role involves driving as part of your duties).

For staff in regulated roles, we need to take all reasonable steps to prevent those who might harm children, young people and/or vulnerable adults from working in positions where they have substantial contact with children, young people and/or vulnerable adults in accordance with the Church of England Safer Recruitment and People Management Guidance (2021).

We don't use this data for any other reason, nor do we sell to any third parties or use it to contact you about any unrelated services.

What is the legal basis for processing your personal data?

For the purposes of managing the employment relationship, we will process personal data because it is necessary to comply with our contractual obligations.

Special category & criminal conviction data

We collect personal identifiers and special category information that match the **protected characteristics** within the Equalities Act 2010. This may include racial/ethnic origin, religious or philosophical beliefs, health, and sexual orientation. This information is processed under the following legal grounds:

- To comply with our legal obligations under the Equalities Act 2010
- Where explicit consent has been obtained

- Where it is necessary for carrying out our obligations in the field of employment and social security and social protection law

Sharing your personal data

Your information will be shared internally and seen by authorised DBF staff for the purposes of managing the employment relationship, pay and benefits. This will include members of the People team, your manager and other senior managers if access to the data is necessary for performance of their roles.

DBF will share your data with third parties in order to obtain pre-employment checks required for the role. This includes your referees and other organisations such as professional bodies necessary to complete pre-employment checks.

Medical checks from our Occupational Health Provider and criminal records checks required for the role, obtained from the DBS by a third-party organisation, will not be sought until a conditional offer of employment has been accepted.

Data will be shared with our payroll provider and benefit suppliers in order to ensure the management of pay and benefits, such as pension scheme and childcare vouchers. Data may be shared with our Occupational Health provider, your GP or a healthcare professional, where health information is required to support your wellbeing. Additional consent will be required from you before a request for medical information is made.

How long do we keep your personal data?

DBF will not keep your personal data any longer than necessary. With the exception of information relating to your pension benefits, we keep your personal data for the duration of your employment with us, plus an additional six years after the employment relationship has come to an end. For pension benefits information, we will keep your data until 12 years after benefits cease being payable. It is your responsibility to inform us of any changes to your information, for example if you change address, bank, etc.

Your rights and your personal data

Subject to certain conditions, and in certain circumstances, you have the right to:

- request access to your personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information, we hold about you
- request rectification of your personal information if it is incorrect - this enables you to have any inaccurate or incomplete personal information we hold about you corrected
- request the erasure of your personal information - this enables you to ask us to delete or remove your personal information where there's no compelling reason for its continued processing, e.g. it's no longer necessary in relation to the purpose for which it was originally collected
- restrict the processing of your personal information - this enables you to ask us to suspend the processing of your personal information, e.g. if you contest its accuracy and so want us to verify its accuracy
- object to the processing of your personal information - this enables you to ask us to stop processing your personal information where we are relying on the legitimate interests of the

business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground.

If you wish to exercise any of these rights, please contact our data protection coordinator. We may need to request specific information from you in order to verify your identity and check your right to access the personal information or to exercise any of your other rights. This is a security measure to ensure that your personal information is not disclosed to any person who has no right to receive it.

Transferring personal information abroad

DBF will not store or send your personal data outside of the European Economic Area (EEA), except in instances where requests for references are sent to referees you have provided who outside of the EEA.

Complaints

If you have any concerns or queries about how we handle your personal data, please contact our Data Protection officer at: data.protection@cofeguildford.org.uk.

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).

Changes to this privacy notice

DBF reserves the right to update or amend this privacy notice at any time. We keep this privacy notice under regular review and we will place any updates on the [Diocesan web site](#).

How to contact us

If you have any questions about this privacy notice or how we handle your personal information, please contact either **Geraldine Newbold, Diocesan Secretary** or **Andy Morgan, Head of People**.