

The Diocese of Guildford Spiritual Directors (DGSD) Network Privacy Notice

1. Introduction - The Church of England comprises many different Charities and Office Holders; it is a community rather than an organisation. The Diocese of Guildford is made up of multiple charities, one of which is the Guildford Diocesan Board of Finance ("DBF", "we", "our"). The DBF is the legal entity through which the provision of Spiritual Direction for those seeking this ministry from the Diocese of Guildford Spiritual Direction (DGSD) Network is achieved. This privacy notice applies to people seeking to become Spiritual Director members of the DGSD.

1. Your personal data - Personal data is information about a living person who can be identified from that data. Its use is governed by the General Data Protection Regulation ("GDPR") which took effect on 25 May 2018. Under the GDPR, the DBF is the 'data controller' which means it decides how your personal data is processed and for what purposes.

2. What data do we process? - DBF collects and processes a range of information from those seeking to join the Network. This includes the following:

- your title, name, address and contact details, including email address and telephone numbers
- your date of birth
- your gender
- the date of your application
- your occupation
- whether you are ordained or not
- whether you have a Spiritual Director
- details of training courses in Spiritual Direction which you have undertaken, together with your experience as a Spiritual Director
- details of the church or faith community that you belong to, and your churchmanship
- details of safeguarding training which you have undertaken
- whether there is anything such as a previous offence which would preclude you from being a Spiritual Director
- names of 3 people who are willing to give a reference

- a short bio suitable to send to prospective directees, outlining your experience and areas of interest, which will help them to decide whether to approach you

This data is collected primarily through the application form, references, a biennial review and through interview.

Some of the data we collect includes personal identifiers and special category information that match the protected characteristics within the Equalities Act 2010. This will include religious or philosophical beliefs, and may include any other special category data you volunteer to us. 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

2. How we process your personal data - We carry out our responsibilities by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts and by protecting it from loss, misuse, unauthorised access and disclosure. We use your personal data for the following purposes:

- to inform you of news, events and activities relevant to the Network
- to provide your details, as a Spiritual Director, with potential Directees
- to maintain our own records

3. The legal basis for processing your personal data - We only process or use this information:

- with your consent
- and in our legitimate interest so that we can keep you informed about news, events, and service

4. Sharing your personal data – Your personal data will be treated as strictly confidential. It will be shared in two ways. The entirety will only be shared with other members of the DGSD Steering Group for purposes connected with the allocation of people seeking spiritual direction. A subset, comprising your name, email address, general area of residence - town, village - and the short bio of your areas of interest will be shared with individual enquirers to help them decide if they wish to approach you to be a director. This subset will not be accessible to the general public. Your data will not be shared outside the UK.

5. Keeping your personal data - We keep data about you as long as you are a Spiritual Director and member of the DGSD network. We will keep a record of your name and which Spiritual Directees we have allocated to you permanently

6. Your rights and your personal data - Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- the right to request a copy of any personal data which the GDBF holds about you;

- the right to request the GDBF to correct any personal data if it is inaccurate or out of date and, if there is a dispute about its accuracy or processing, to request a restriction on further processing;
- the right to request your personal data is erased where the GDBF no longer needs to retain it;
- the right to withdraw your consent to the processing at any time;
- the right to object to the processing of personal data;
- the right to lodge a complaint with the Information Commissioners Office (Details below).

7. Further processing and changes to this privacy notice – The DBF reserves the right to update or amend this privacy notice at any time. If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, we will provide you with a new notice explaining this new use and where and whenever necessary, we will seek your prior consent to the new processing.

8. Transferring personal information abroad – The GDBF will not store or send your personal data outside of the UK except in instances where requests for references are sent to referees you have provided who live outside of the UK, and to undertake overseas criminal records checks.

9. Complaints and Contact Details - 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). You can also contact the ICO via email - <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

29 October 2025