

Application for Spiritual Direction

Privacy Notice

The Diocese of Guildford Spiritual Direction Network

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 itself 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 Spiritual Direction.

2. 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.

3. What data do we process? - DBF collects and processes a range of information from those seeking Spiritual Direction. 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 and family circumstances
- whether you are ordained or not
- preferences as to who might be your Spiritual Director
- details of the church or faith community that you belong to, and any work or responsibilities that you have in that church or community

- information regarding how you are helped to pray and what you are hoping to receive from Spiritual Direction

This data is collected primarily through the application form 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

3. 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 assist us in providing you with a short list of appropriate Spiritual Directors

We use summary data (your name and email address) to maintain our records and to allow follow up communications regarding the spiritual direction you are receiving.

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

- with your consent

4. Sharing your personal data – Your personal data will be treated as strictly confidential and will only be shared with the steering group in order to provide you with a short list of appropriate Spiritual Directors. Your data will not be shared with people outside the UK.

5. Keeping your personal data - We only keep your complete data to enable us to provide you with a short list of Spiritual Directors. Once this has been provided we will keep the data until either you inform us you have made an arrangement with a Spiritual Director or six months has passed, whichever is the sooner. We keep summary data (name and email address) for record purposes in perpetuity.

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 DGSD holds about you;
- the right to request the DGSD 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 GDSD 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 - 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. Contact Details - If you are not content with the way in which your data is held or used, please in the first instance, contact

You can contact the Information Commissioners Office on 0303 123 1113 or 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