

# Licensed Lay Ministers Privacy Notice

## The Bishop of Guildford's Office

### 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 ("GDBF", "we", "our"). The GDBF is the legal entity through which many of the diocesan responsibilities and functions are achieved. For personal information held relating to Licensed Lay Ministers the Data Controller is the Bishop of Guildford's Office.

This privacy notice applies to Licensed Lay Ministers within the Diocese. This privacy notice does not form part of any contract of employment or other contract to provide services.

### What data do we process?

The Bishop of Guildford's Office collects and processes a range of information about Licensed Lay Ministers. This can include:

- 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
- details of whether you are a relative or a partner of, or have any close personal relationship with any employee of the GDBF or any person connected with GDBF (e.g. clergy, volunteers).
- details of any conflicts of interest you may have with GDBF, including through employment, voluntary work, and connections with the wider Diocese.
- information about your criminal record and conduct towards children, young people and vulnerable adults, or supplied via the Disclosure and Barring Service (DBS).
- whether or not you have a disability for which we need to make reasonable adjustments.
- health information that might be disclosed or submitted in connection with maternity or sickness affecting your ability to carry out the role.
- 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.

Registered Address: Church House Guildford, 20 Alan Turing Road, Guildford, Surrey, GU2 7YF  
T: 01483 790300 E: [data.protection@cofeguildford.org.uk](mailto:data.protection@cofeguildford.org.uk) [www.cofeguildford.org.uk](http://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).

- information associated with your licence (including references and the report of the LLM selection team, reviews with your Incumbent(s) and periodic reflections).

We will collect this information in a variety of ways. For example, data might be collected through application forms, CVs, or through interviews or other forms of assessment.

We may also collect information about you from third parties, such as references supplied by current and former employers and information from criminal records checks permitted by law.

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

We use your personal information in order to exercise our legal and pastoral responsibilities as your diocesan bishop. In addition to our general oversight of your licensed ministry, we are responsible for assessing your qualifications and suitability for any particular office or ministry within the diocese, and for making appropriate arrangements for your development in order to be able to develop, support, administer, regulate and manage licensed ministers.

## **What is the legal basis for processing your personal data?**

Processing of your personal data is necessary for the purposes of legitimate interests in accordance with my responsibilities under the Canons, including my general responsibilities as chief pastor of the diocese and in order to be able to develop, support, administer, regulate and manage licensed lay ministers.

In so far as any personal data relates to “special categories of personal data” or criminal conviction or offence data the processing is carried out under the following legal grounds:

- To comply with our legal obligations under the Equalities Act 2000
- Where it is necessary for (and there is a substantial public interest in us) carrying out our obligations in the field of social protection and safeguarding law

## **Sharing your personal data**

Your personal data will be treated as strictly confidential and will be shared only when necessary, with institutional bodies that comprise the Church of England for the purposes of administrative functions in connection with your role. Where this is the case, we will abide by the provisions of the Church of England National People System and HR Information Sharing Agreement. If we wish to share your personal data outside the Church of England, then we will always seek your consent first.

## **How long do we keep your personal data?**

The Bishop of Guildford will not keep your personal data any longer than necessary for the periods set out here: see p.24 at the following link :[Personal Files relating to clergy](#)

## **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 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**

We 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 are 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](mailto: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**

We reserve the rights 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 [Graham Everness](#), Registrar of LLMs or email [data.protection@cofeguildford.org.uk](mailto:data.protection@cofeguildford.org.uk).