

OUR DATA PROMISE

**The Newcastle Diocesan Board of Finance is committed to
protecting your privacy and data.**

**We will use the information we collect about you in accordance with
the General Data Protection Regulation 2018**

ECCLESIASTICAL OFFICE HOLDER AND EMPLOYEE PRIVACY NOTICE

Data controller: Newcastle Diocesan Board of Finance,
Church House, St John's Terrace, North Shields NE29 6HS

Data Compliance Officer:
Shane Waddle, Diocesan Secretary
Telephone Number 0191 270 4100

This notice explains what personal data (also referred to as "information" in this notice) we hold about you, how we collect it, and how we use and may share information about you during your office holding/employment and after it ends. Please ensure that you read this notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

A list of those covered by this Privacy Notice can be found in Annex A.

We are committed to being transparent about how we collect and use your data and to meeting our data protection obligations.

In this notice, references to "we", "us", or "our" are references to Newcastle Diocesan Board of Finance and/or Bishops House.

What information do we collect?

We collect and process a range of information about you. This includes:

- your name, address and contact details, including e-mail address and telephone number; date of birth and gender; information collected during the recruitment process that we retain during your office holding or employment;
- the terms and conditions of your office holding or employment including your statement of particulars or contract of employment;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with us;
- details of past and current ministry;
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover and arrangements and all information included in these and necessary to implement and administer the same;
- details of your bank account and national insurance number and tax information;
- information about your marital status, your spouse/partner, next of kin, dependants and emergency contacts (including name, relationship, address and home and mobile phone numbers);

- information about your nationality, immigration status and entitlement to work in the UK and information from related documents, such as your passport or other identification and immigration information;
- information about your criminal record including the results of a Disclosure and Barring Service (DBS) check;
- a copy of your driving licence;
- details of your days of work and working hours and attendance at work;
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave, including sensitive personal information regarding your physical and/or mental health;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, ministerial development reviews, development reviews, performance reviews and ratings, training assessments, performance improvement plans and related correspondence;
- information about your use of our IT, communication and other systems, and other monitoring information;
- details in references about you that we give to others;
- information about medical or health conditions, including whether or not you have a disability for which we need to make reasonable adjustments, and
- equal opportunities monitoring information including information about your age, disability, racial or ethnic origin, gender and sexual orientation, and religious or similar beliefs.

We may collect this information from you including from your application form, CV or resume; from forms completed by you at the start of or during your office holding/employment, such as personal information forms, next of kin forms, benefit nomination forms, from correspondence with you or through interviews, meetings or other assessments.

In some cases, we may collect personal data about you from third parties, such as references supplied by a former employer or Bishop's Office, from medical and occupational health professionals we engage, insurance benefit administrators, pension administrators, the DBS and information from criminal records checks permitted by law.

Why do we process your personal data?

We typically collect the above information for the following purposes:

We need to process data to enter into an office holding relationship or employment contract with you and to manage our relationship with you or to meet our obligations under your employment contract. For example we need to process your data to

provide you with a statement of particulars or an employment contract or to administer benefits, pension and life assurance entitlements.

In some cases, we need to process data to ensure that we are complying with our legal obligations, including:

- our obligations as the responsible body designated under the Terms of Service legislation;
- our obligations to you as your employer under employment protection and health and safety legislation, and under statutory codes of practice, such as those issued by ACAS;
- to check entitlement to work in the UK;
- to deduct tax; and
- to undertake DBS checks as part of our safeguarding requirements.

In other cases, the collection and use of your information is for the purposes of our legitimate interests or those of a third party (such as benefit providers) but only if these are not overridden by your interests, rights or freedoms. Processing data allows us to:

- run recruitment and promotion processes;
- maintain accurate and up-to-date office holding/employment records and contact details (including details of who to contact in case of emergency) and records of employee contractual and statutory rights or office holding statement of particulars;
- maintain good office holding and employment practice and comply with tax, legal, regulatory and corporate governance obligations;
- comply with obligations under ecclesiastical or employment law;
- monitor and manage access to our systems and facilities;
- protect our networks and personal data against unauthorised access or data leakage;
- ensure our policies, such as those concerning security and internet use, are adhered to;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and resource management purposes;
- operate and keep a record of office holders continuing ministerial development;
- operate and keep a record of absence and absence management procedures to allow effective resource management and ensure that office holders and

employees are receiving the stipend/salary and other benefits to which they are entitled, including pension and life assurance;

- obtain occupational health advice to ensure that we comply with duties in relation to individuals with disabilities and meet our obligations under health and safety law;
- to ensure safe working practices;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave) to allow effective resource management, to ensure that we comply with duties in relation to leave entitlement and to ensure that office holders and employees are receiving the stipend/salary or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former employees; enable the Diocese to provide a voluntary service for the benefit of the public living within the boundaries of the Diocese of Newcastle;
- to administer the records of:
 - clergy – stipendiary, self-supporting and those with permission to officiate;
 - employees;
 - authorised lay ministers;
 - licenced lay ministers (reader ministry);
 - pioneers;
 - interim ministers;
 - church wardens;
- to manage payments to stipendiary clergy and employees;
- to maintain financial records including the processing of gift aid applications;
- to fundraise and promote the interests of the Diocese;
- to inform you of news, events, activities and services taking place in the Diocese or further afield through:
 - mailings (e-mail or hard copy)
 - e-Bulletin (a subscription e-mail service from which you can unsubscribe at any time)
- respond to and defend against legal claims; and
- maintain and promote equality.

How do we use your sensitive personal data?

“Special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place appropriate safeguards which we are required by law to maintain when processing such data.

We may process special categories of personal data information in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out our legal obligations or exercise rights in connection with ecclesiastical terms of service and employment;
3. Where it is needed in the public interest, such as equal opportunities monitoring.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Our obligations as the responsible body designated under the Terms of Service legislation or employer

We will use particularly sensitive personal information in the following ways:

1. We will use information relating to leave of absence, which may include sickness absence or family related leave, to comply with employment and other laws;
2. We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness for work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits;
3. We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

Do we need consent?

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of ecclesiastical law or employment. In limited circumstances, we may approach you for your written consent to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your statement of particulars or contract with us that you agree to any request for consent from us.

Who has access to data?

Your information may be shared internally, including with Bishop's Staff Team, Archdeacons, those clergy with supervising responsibilities, members of the Human Resources and Finance teams, your line manager and managers in the business area in which you work.

We may share your data with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate

interest in doing so. For example, we may do so in order to obtain pre-employment references from other employers and obtain necessary criminal records checks from DBS.

We may also share your data with third party service providers in connection with payroll, IT services, the provision and administration of benefits, including pension and life assurance, and the provision of occupational health services.

We will not transfer your data to countries outside the European Economic Area.

Where your information may be held

Information may be held at our offices, by third party organisations, service providers, representatives and agents as described above.

How do we protect your data?

We take the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. We limit access to your personal data to those who have a genuine business need to know or use it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

Physical personal data is stored securely in locked filing cabinets or drawers. Data stored on our HR and IT systems is password protected and information is held on drives with restricted access.

Where we engage third parties to process personal data on our behalf, the parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

We have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

For how long do we keep your data?

We will hold your personal data for the duration of your ministry/service in a particular role or employment. The periods for which your data is held after the end of office holding or employment are set out in our retention policy. We will not retain your data for any longer than is necessary for the purpose we obtained it.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;

- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing and,
- request the transfer of your data to another party.

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Human Resources Department. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

If you would like to exercise any of these rights, please contact Marilyn Wright, HR Advisor, on 0191 270 4100 or e-mail M.Wright@newcastle.anglican.org.

If you believe that we have not complied with your data protection rights, we hope that we can resolve any query or concern that you have. If not, you can complain to the Information Commissioner.

You can contact the Information Commissioners Office on 0303 123 1113 or via e-mail <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

What if you do not provide personal data?

Officer holders or employees have some obligations to provide us with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide us with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our office holders/employees).

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable us to enter a statement of particulars under common tenure or contract of employment with you, pay you or administer your pension. If you do not provide other information, this will hinder our ability to administer the rights and obligations arising as a result of the office holder or employment relationship efficiently.

Automated decision-making

Appointment decisions are not based solely on automated decision-making.

Annex A

Categories covered by this data privacy notice (the list below includes individuals currently or formerly in post):

1. Stipendiary clergy;
2. Employees;
3. Self-supporting clergy;
4. Clergy with Permission to Officiate;
5. Lay Readers;
6. Pastoral Assistants;
7. Interim ministers;
8. Pioneer ministers;
9. Church wardens.