

**DATA PRIVACY NOTICE  
THE DIOCESE OF EUROPE**

**1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

**2. Who are we?**

The Diocese of Europe is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

**3. How do we process your personal data?**

The Diocese of Europe complies with its obligations under the "GDPR" by: -

- keeping personal data up to date;
- by storing and destroying it securely;
- by not collecting or retaining excessive amounts of data;
- by protecting personal data from loss, misuse, unauthorised access and disclosure; and
- by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes to: -

- Enable us to provide a voluntary service for the benefit of the public within the Diocese of Europe;
- Administer records of: -
  - Clergy;
  - Readers;
  - Pastoral Assistants
  - Postulants and Ordinands
  - Chaplaincy Council (CC) Officers
  - Worship Leaders
  - Eucharistic Ministers (who are authorised to assist with the Chalice at Holy Communion)
  - General, Diocesan & Deanery Synod members
  - Cathedral and DBF Committees
- Fundraise and promote the interests of the Diocese;
- Manage the "Friends of the Diocese" members;
- Manage our employees and volunteers;
- Maintain our own accounts and records (including the processing of gift aid applications);
- Inform you of news, events, activities and services running either within the Diocese of Europe or further afield through: -
  - Mailings (by email &/or hard copy)
  - Europe Link (a subscription email service from which you can unsubscribe at any time)

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

- Explicit consent of you (the data subject) so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events;

- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
- the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
- there is no disclosure to a third party without consent except as in 5 below and Annex 1

## **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared within the Diocese of Europe, in order to carry out a service to other church members or for purposes connected with the Diocese, and certain third parties outside of the Diocese as set out in Annex 1.

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

We keep data in accordance with the guidance set out in the guide “Save or Delete: the Care of Diocesan Records” which is available from the Church of England website at <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>.

## **7. 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 your personal data which the Diocese of Europe holds about you;
- The right to request that the Diocese of Europe corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Diocese of Europe to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable);
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Database Manager at the above address, telephone number: 0044 (0)20 7898 1155 or mailto: [europe.dpa@churchofengland.org](mailto:europe.dpa@churchofengland.org). Alternatively, you can contact the Information Commissioners Office on 0044 (0)303 123 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.

## Annex A

Third parties with whom data will be shared: -

- The Diocesan Database is a shared resource between: -
  - The office of the Bishop of Europe
  - The office of the Suffragan Bishop of Europe
  - The Archdeacon of Eastern
  - The Archdeacon of France
  - The Archdeacon of Germany and Northern Europe
  - The Archdeacon of Gibraltar
  - The Archdeacon of Italy and Malta
  - The Archdeacon of North-West Europe
  - The Archdeacon of Switzerland
  - The Area Deans within the above referenced seven archdeaconries
  - The Diocesan Office
  - The Chancellor for the Diocese of Europe
  - The Diocesan Board of Finance and Finance & Property Committee
  - The Diocesan Communications Committee
  - The Diocesan Safeguarding Advisory Committee
  - The Diocesan Ministry Team
  - The Diocesan Spirituality Director
  - The Diocesan Adviser in the Ministry of Deliverance
  - The Diocesan Advisor Adviser for Women's Ministry
  - The Diocesan Liturgical Officer
  - The Diocesan Record Office
  - The Diocesan Environment Officer
  - The Diocesan Retirement Officer
  - The Honorary Diocesan Surveyor
  - The Honorary Secretary of the Friends of the Diocese
  - The Office of the Diocesan Registrar
  - Gibraltar Cathedral, Malta Pro-Cathedral and Brussels Pro-Cathedral
  - The licenced clergy and CC officers within the Diocese
- Clergy contact details will be provided: -
  - Periodically to Crockford's Clerical Directory
  - In compliance with our legal responsibilities
- Reader contact details will be provided: -
  - Periodically to the Central Readers' database

# We want to stay in touch and need your help....

We really want to be able to keep you informed about:

- News and events;
- Activities and services; and
- Diocesan and chaplaincy events.

We hope that you still want to hear from us too!

So, to continue receiving this type of information from us please complete this form and return to us and we'll then keep getting in touch.

If you no longer wish to hear from us either do not return this form to us or tick Unsubscribe on this form and return it to us.

**HOW TO COMPLETE THIS FORM.** Please complete the two sections below. You have the right to not give your consent for us to hold your contact details and you may withdraw that consent at any time. If you do not consent to us holding your contact details, we will remove your details from our database and any future communications will cease.

**SECTION 1**

Name: ..... (Please state full name)

Address: .....

Mobile number: .....

Preferred Email address .....

**SECTION 2**

Please tick one or more boxes below to let us know how you would like us to communicate with you:

- Email
- SMS/Text
- Post
- Unsubscribe – Removes you from future marketing communications from the Diocese

Signed:..... Date: .....

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Please return your form signed to GDPR, Diocesan Office, 14 Tufton Street, London, UK SW1P 3QZ. You can also scan and email this form to [europe\\_dpa@churchofengland.org](mailto:europe_dpa@churchofengland.org)

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PLEASE TAKE A COPY OF THIS FOR YOUR OWN RECORDS