

Privacy Notice from the Bishop of Blackburn

Using your personal information

This notice explains how the information about you which I hold in your personal file is used, managed and your rights with respect to that data.

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 my possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the “GDPR”) and the Data Protection Act 2018, (the “DPA 2018”)

Who am I?

I Bishop Julian, the Bishop of Blackburn, am the data controller (contact details below). This means I decide how your personal data is processed and for what purposes.

How do I process your personal data?

I comply with my obligations under the GDPR and DPA 2018 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.

I use your personal data for the following purposes: -

To exercise my legal and pastoral responsibilities as your diocesan bishop. In addition to my general oversight of your ministry, I am responsible for assessing your qualifications and suitability for any particular office or ministry within the diocese, and for making appropriate arrangements for your ministerial development (including ministerial development review).

What is the legal basis for processing your personal data?

Processing of the personal data in relation to clergy personal files 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 clergy through their ministry and in so far as any personal data relates to “special categories of personal data” or criminal conviction or offence data the processing is a legitimate activity in order to manage and administer internal functions in relation to membership and/or those with whom I have regular contact. It is not shared externally outside the institutional bodies that comprise the Church of England without your consent. The exception to this is the provision of Episcopal References and Clergy Current Status Letters (“CCSL”).

Episcopal References and CCSLs are processed on the basis that it is a legitimate interest as established by the Promoting a Safer Church House of Bishops Policy Statement (2017)¹⁷. However, in so far as the personal data contained within the Episcopal Reference and CCSL relates to “special categories of personal data” and criminal conviction and offence data, this will be processed on the basis that it is necessary for reasons of substantial public interest on the basis of UK law. The Episcopal Reference and CCSL will be disclosed both for posts within the Church of England and externally, where you have applied for a ministerial post in another diocese or a church outside the Church of England and is done so in order to protect members of the public from harm, including dishonesty, malpractice and other seriously improper conduct or safeguarding purposes as established by the Safer Recruitment: Practice Guidance (2016)¹⁸.

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. If I wish to share your personal data outside the Church of England, then I will always seek your consent first.

How long do I keep your personal data?

I keep your personal data for no longer than reasonably necessary for the periods and purposes as set out in the attached retention table in Appendix I.

Your rights and your personal data

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Bishop holds about you;
- The right to request that the Bishop 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 Bishop to retain such data;
- 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.

¹⁷ <https://www.churchofengland.org/sites/default/files/2017-12/PromotingSaferChurchWeb.pdf>

¹⁸ https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf

Further processing

If I wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then I 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, I will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries or complaints please contact my Chaplain,
Revd Sam Cheesman
by email at chaplain@bishopofblackburn.org.uk
or by post at Bishop's House, Ribchester Road, Blackburn, BBI 9EF.

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

Appendix I

Retention Schedules – what is kept and for how long

The following agreed common retention periods apply to particular categories of information held in clergy personal files while those files are held under the management of the bishop.

Record type	Retention period
A note of the reasons for processing sensitive personal data	Length of time the data to which the note is held
Common Application Form	Successful application forms should be held on the file for 20 years from the date of the cleric's death
Copy of birth certificate (or other appropriate evidence) required under Canon C.6 in relation to a person who is to be made a deacon	20 years from the date of the cleric's death
Evidence of immigration status and permission to work in the UK (if the cleric is not a British citizen)	20 years from the date of the cleric's death or Date of cleric becoming British citizen <i>(which ever is soonest)</i>
Copies of qualification certificates	20 years from the date of the cleric's death
Cleric's CV since leaving school	20 years from the date of the cleric's death
Copy of faculty under Canon C4.3A	20 years from the date of the cleric's death
Report of the Bishop's Advisory Panel and reports from the cleric's training institution in the penultimate and final years of training	20 years from the date of the cleric's death
Copies of cleric's letters of orders and (if relevant) permission under the Overseas and Other Clergy (Ordination and Ministry) Measure 1967	20 years from the date of the cleric's death
Copies of any 'safe to receive' or Episcopal Reference and Clergy Current Status letters ('CCSL')	70 years from the date of the cleric's death

Application papers, including application form, references, copy licence, deed of institution, Statement of Particulars	Papers relating to successful applications should be held on the file for 20 years from the date of the cleric's death
A written record of any Ministerial Development Review	20 years from the date of the cleric's death
Records of any continuing ministerial education ('CME') undertaken	20 years from the date of the cleric's death
Criminal Record Check certificate	6 months from the date of the recruitment decision to which they relate <i>Certificates can only be retained for a longer period in exceptional circumstances and where the Disclosure and Barring Service have been consulted</i>
Record of a cleric's criminal record check history (the nature of which is noted in paragraph 29)	70 years from the date of the cleric's death
Record of safeguarding allegations and concerns – including details of how these are handled, followed-up, actions taken, decisions reached and eventual outcome	70 years from the date of the cleric's death
Evidence of clergy personal file being independently scrutinised under the Past Cases Review Protocol – including a note of any action resulting	70 years from the date of the cleric's death
Copies of records relating to safeguarding allegations and concerns (this refers to papers being retained in a diocese following the movement of the cleric to another diocese)	70 years from the date of the cleric's death
Record of a cleric's safeguarding training – including the nature of the training, the date of the training and who provided the training	70 years from the date of the cleric's death
Record of CDM complaints – including copies of the complaint, report on preliminary scrutiny, respondent's answer, supporting evidence, letter recording bishop's decision	70 years from the date of the cleric's death

A brief summary of an allegation of misconduct (not resulting in a formal CDM complaint)	20 years from the date of the cleric's death
Records of capability inquiries raised under the Capability Procedure – including a record of discussions between a cleric and a member of the bishop's senior staff, evidence of how health issues have been managed (e.g. copies of occupational health reports, note of adjustments made)	20 years from the date of the cleric's death As noted in the Capability Procedure code of practice – spent warnings should be retained on file in a sealed envelope for as long as the office holder remains in post, but should then be destroyed, unless the next post to which the office holder is appointed is designated as a probationary post, or there are other circumstances which justify retaining them
Record of capability issues (where there is no formal capability inquiry)	20 years from the date of the cleric's death
Record of grievances raised under the Grievance Procedure – including details of the grievance, the process followed and the outcome	20 years from the date of the cleric's death
Record of significant unresolved financial problems	Keep the record until financial problems have been satisfactorily resolved
Personal files after a cleric's death	70 years from the date of the cleric's death