



## **Clergy Personal Files – Privacy Notice**

This privacy notice is provided by The Bishop of Blackburn to explain what to expect when we collect and process your personal information in accordance with the UK General Data Protection Regulation (GDPR).

### **Data controller**

The data controller is: The Rt Revd Philip North, Bishop of Blackburn  
Bishop's House, Ribchester Road, Blackburn, BB1 9EF

For further information on the Bishop of Blackburn please go to:  
<https://www.blackburn.anglican.org/bishops-and-archdeacons>

### **1. Why we collect and use your personal data**

- To assess your qualifications and suitability for any office or ministry where you have applied for a ministerial post or office within the diocese.
- To exercise legal and pastoral responsibilities in accordance with the Canons of the Church of England and other relevant legislation, statutory codes, guidance and policies of the Church of England.
- For making appropriate arrangements for your ministerial development (including ministerial development reviews or similar);
- To share safeguarding information with an auditor or independent reviewer to facilitate necessary safeguarding audits and safeguarding practice reviews;
- To assess and consider conduct in relation to informal or formal complaints.
- To transfer your Clergy File when you take up an appointment in a new diocese in the Church of England or the Church in Wales.
- To archive your file for historical research purposes (senior clergy only).

### **2. The categories of personal data we collect and process:**

The information we process for these purposes includes:

- Biographical details
- Information relating to contracts
- Information relating to capability
- Financial information
- Information relating to formal complaints
- Information relating to grievances
- Housing matters
- Information relating to informal complaints
- Ministerial development and training
- Ordination and curacy details
- Pre-ordination details



- Information relating to licensing, including PTO
- Recruitment and appointment
- Safeguarding information

Further details of the records held can be found in the Policy.

We also process “special categories” of information that may include:

- Race
- Ethnic origin
- Religious belief
- Trade Union membership
- Health
- Sex life
- Sexual orientation
- Criminal allegations, proceedings or convictions.

### **3. The lawful basis for using your information**

We collect and use personal data under the following lawful bases:

#### **3.1 Personal data**

- Consent (Art 6(1)(a)) - sharing of personal data with an external body, except where such sharing is required by legislation or Church of England policies or is in the legitimate interests of the controller; for the sharing of data for the purpose of providing pastoral or therapeutic support; to obtain medical records.
- Contract (Art 6(1)(b)) - processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract.
- Legal obligation (Art 6(1)(c)) - processing is necessary for compliance with a legal obligation to which the controller is subject, as specified in Church or UK legislation.
- Public task (Art 6(1)(e)) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller, as specified in Church legislation and statutory codes.
- Legitimate Interests (Art 6(1)(f)) – to establish, exercise or defend legal claims.
- Legitimate Interests (Art 6(1)(f)) - (Isle of Man and the Channel Islands only) - the inclusion of clergy from the island jurisdictions in the National Clergy Register - [The National Ministry Register \(Clergy\) Regulations 2020](#)
- Legitimate Interests (Art 6(1)(f)) – for the purpose of safeguarding audits and safeguarding practice reviews.

#### **Legitimate Interests Assessment Summary – safeguarding audits and review**

We have a specific purpose with a defined benefit	The purpose of sharing data with a safeguarding audit or a safeguarding practice review is to enable
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	the auditor to identify areas for consideration to improve safeguarding response to allegations of abuse and safeguarding working practice and thereby creating a safe environment for all.
The processing is necessary to achieve the defined benefit.	The reasons for the audit or safeguarding practice review and the necessary processing are to identify strengths and weaknesses and areas for consideration in the safeguarding arrangements, practices, leadership, governance and culture that will lead to improvements.
The processing legitimately overrides the interests of the data subject and any risks to their rights or freedoms.	The processing is necessary to achieve the intended purposes, and risks to data subjects are identified and mitigated as far as possible. There are joint interests in learning from the audit or safeguarding practice review and understanding what needs to be done to improve practice.

*For a copy of the full Legitimate Interests Assessment, please use the contact details set out in section 9 below.*

### 3.2 Special categories and criminal information

- Explicit consent (Art 9(2)(a) - sharing of personal data with an external body, except where such sharing is required by legislation or Church of England policies or is in the substantial public interest; for the sharing of data for the purpose of providing pastoral or therapeutic support; to obtain medical records
- Legitimate Activity (Art 9(2)(d) - to manage and administer internal functions in relation to membership and/or those with whom we have regular contact. Data is not shared externally outside the institutional bodies that comprise the Church of England or Church in Wales without consent except where specified in this Privacy Notice.
- Substantial Public Interest (Art 9(2)(g) - Data Protection Act 2018 s. 10(3) and Schedule 1:
  - o Necessary for the exercise of a function conferred on a person by an enactment/rule of law (Schedule 1, Part 2(6))
  - o Preventing or detecting unlawful acts (Schedule 1, Part 2(10))
  - o Protection the public against dishonesty etc (Schedule 1, Part 2 (11))
  - o Safeguarding of children and individuals at risk (Schedule 1, Part 2 (18))
  - o Insurance (Schedule 1, Part 2 (20))
- Legal claims (Art 9(2)(f) - processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.



- Archiving (Art 9(2)(j)) – archiving senior Clergy Files for public interest, scientific or historical research purposes or statistical purposes.

### **3.3    Consent**

It is not always necessary or possible to obtain consent and/or explicit consent for processing and sharing data. Circumstances include but are not limited to:

- where a crime may have been committed;
- where a person is judged to be at risk of significant/serious harm or a person is considered to be a risk of harm to themselves or others;
- The function of the bishop's office would be prejudiced or prevented if a data subject withheld consent, for example in relation to the provision of medical or safeguarding records.

### **4. Who we collect from or share your information with:**

We collect your information from:

- You
- Members of the public or parishioners
- Referees
- Church of England bodies
- Church in Wales
- Other Churches
- GPs and other medical professionals
- Educational and training organisations
- Independent or external auditors or reviewers
- Legal or other internal/external advisors

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 (including governance bodies and committees)
- Church in Wales, when you take up an appointment.
- Limited data with other Churches when you take up an appointment.
- Internal and external auditors, and quality assurance reviewers, independent reviewers
- Judicial, statutory, regulatory bodies
- Law enforcement and prosecution agencies pursuing security or criminal investigations
- Legal or other internal/external advisors
- Data processors e.g. system providers (e.g. Microsoft, Pathways, Oracle)

A National Safeguarding Information Sharing Agreement (ISA) has been signed by Church of England bodies and the Church in Wales under the Church of England Information Sharing Framework.



A National Safeguarding Data Sharing Agreement (DSA) has been signed by the Church of England bodies and the Church in Wales and the National Police Chiefs Council.

## **5. Clergy Discipline Legislation – Clergy Discipline Measure 2003 (CDM)**

<https://www.churchofengland.org/sites/default/files/2022-12/cdm-code-of-practice-july-2022.pdf>

The CDM disciplinary system is a judicial process and is governed by specific legislation and a statutory Code of Practice issued by the Clergy Discipline Commission under section 3 of the CDM. Access to CDM papers held in the Clergy File is restricted and can only be accessed in accordance with the Code of Practice as follows:

- “306. Allegations of misconduct under the CDM are private and confidential. This is to ensure that matters are dealt with fairly and that the process is not prejudiced. It extends to complainants, respondents and witnesses.
- 307. All matters should be kept strictly private and confidential. This includes written documents and material which, save for legal representatives, should not be shared with third parties....”.

No CDM (and by extension Ecclesiastical Jurisdiction Measure 1963 (EJM)) papers will therefore be shared with any individual or external body not directly involved in the formal CDM process unless subject to a legal order from a court or tribunal. Therefore, safeguarding auditors or independent reviewers will not be given access to the CDM/EJM papers.

The CDM (or EJM) process and related data is also exempt from Articles 5 and 12-21 of the UK GDPR, pursuant to the Data Protection Act 2018, Schedule 2, Part 3, para 14 and therefore cannot be included in individual rights requests, disclosure requests or any other form of data sharing.

## **6. Confidential References**

The Episcopal Reference and Clergy Current Status Letter (CCSL) and any other confidential references are exempt from Articles 13, 14 and 15 of the UK GDPR, pursuant to the Data Protection Act, Schedule 2, Part 4, para 24, and therefore are:

- not disclosable in a subject access request, and
- not covered by the requirements for a Privacy Notice, and
- able to be sent outside the UK without informing the data subject of any safeguards.

## **7. Your personal data may be sent to countries outside the UK.**

We do not envisage that your personal data will be transferred outside of the UK, except insofar as we engage suppliers of IT services (such as video-conferencing or cloud storage services) using infrastructure outside of the UK. In rare circumstances your data may also be shared with controllers outside of the UK in connection with international activities linked to your office such as conferences, pilgrimages and engagement with our link dioceses. Any data transferred outside of the UK will only be transferred to a jurisdiction which benefits from adequacy regulations or in circumstances in which a lawful safeguard applies, such as an international data transfer agreement of a form approved by the Information Commissioner, or where you have expressly consented to such a transfer.



## **8. How long do we keep your information?**

We will keep your information in accordance with the retention schedule in the Clergy File Policy Guidance, and the Church of England retention schedule: [Records and Information Management | The Church of England](#)

## **9. Your rights**

You have the following rights regarding your personal data, except where a relevant exemption applies:

- The right to be informed about any data we hold about you.
- The right to request a copy of your personal data which we hold about you.
- The right to withdraw your consent at any time (if applicable).
- The right to request that we correct 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 us to retain such data; documents that are listed in the Guidance as mandatory are unlikely to meet the criteria for erasure.
- 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 your personal data (if applicable).

To exercise these rights, please use the contact information provided below.

## **10. Complaints or concerns**

If you have any queries or concerns regarding the processing of your personal data, please contact:

The Revd Dr Andy Meeson, Bishop's Chaplain ([chaplain@bishopofblackburn.org.uk](mailto:chaplain@bishopofblackburn.org.uk) Tel 01254 248234, Bishop's House, Ribchester Road, Blackburn, BB1 9EF).

You have the right to make a complaint at any time to the Information Commissioner online at: [Data protection and personal information complaints tool | ICO](#), or by phone on 0303 123 1113 (local rate).

This Privacy Notice will be reviewed and amended from time to time to align with changes to Church or UK legislation, codes of practice, policy or guidance.