

PRIVACY NOTICE

How your information is used by the Bishop of Winchester

Taking care of your personal data

1. As the diocesan bishop, I am responsible for the oversight of mission and ministry in the Diocese of Winchester, and particularly for members of the clergy, lay ministers and other officers of the Church of England. This notice explains what personal information I hold about you, and how it is used.
2. Although I am the data controller, I share my responsibility for the oversight of ministry with suffragan bishops and archdeacons, and we are supported by the staff of our respective offices. In practice, my storage or use of your data may be undertaken by me or by any of these people on my behalf.
3. The people about whom I hold information are:
 - 3.1. People enquiring about vocation to ordained or lay-ministry and people who are in training for ministry;
 - 3.2. Lay ministers;
 - 3.3. Members of the clergy who reside in this diocese or who hold any kind of office, licence or permission here;
 - 3.4. Others who hold some other office or appointment in this diocese;
 - 3.5. People who contact me about mission and ministry in this diocese.
4. The types of information which I hold include:
 - 4.1. Contact details, biographical details, next of kin and photograph;
 - 4.2. Curriculum vitae, employment and ministry experience;
 - 4.3. Correspondence with you and with others;
 - 4.4. Details of vocational discernment, recruitment, selection and training;
 - 4.5. Details of past and present ministerial appointments and roles;
 - 4.6. DBS check and safeguarding records, including criminal convictions;
 - 4.7. Health records.

Where I get your information from

5. The information I hold about you is provided by you, by my advisers and other employees of the Winchester Diocesan Board of Finance, by other institutions that comprise the Church of England (including the bishops of other dioceses where you may have lived or ministered), by occupational health professionals and training institutions.

How I use your information

6. I will use your information:
 - 6.1. To comply with my legal obligation to oversee mission and ministry in the Diocese of Winchester;
 - 6.2. to comply with specific legal obligations, for example under the Church Representation Rules, the Clergy Discipline Measure 2003, or to comply with national and diocesan safeguarding policy;
 - 6.3. because, as the person responsible for the training, recognition, oversight, discipline and wellbeing of ministers, I have a legitimate interest in keeping and processing information about you. This includes:
 - 6.3.1. considering your suitability for a particular ministry, appointment or role;
 - 6.3.2. offering you training other support for your ministry;
 - 6.3.3. facilitating your contact with employees of the WDBF who handle your payroll, housing or HR needs;
 - 6.3.4. responding to problems that arise in the course of your work or ministry.
7. I do not carry out any profiling using your information or send your information overseas (with one exception, see: 8.5).

Others with whom I share your information

8. I share your information with:
 - 8.1. My advisers, so that they can advise me in the discharge of my responsibilities. This includes members of the School of Mission, and diocesan finance, operations, property and education teams, who are employees of the Winchester Diocesan Board of Finance, advisers who hold other offices, and the Diocesan Registry (a firm of solicitors);
 - 8.2. WDBF staff through the electronic staff database “Diosys” (name, address, basic biographical details, DBS date, photograph, role(s) held and training attended);
 - 8.3. Ministry Division (part of the Archbishops’ Council) and with training institutions, in the case of ordinands and candidates for national selection;
 - 8.4. Archbishops’ Council and Crockfords Clerical Directory, in relation to roles held by members of the clergy and certain other people;
 - 8.5. Other bishops, when asked by them to provide a reference for some role for which you are being considered. In the case of clergy, references are given in accordance with the guidance on Episcopal References and Clergy Current Status Letters, and may be sent to an overseas bishop;
 - 8.6. Other bishops, in the case of clergy who take up appointment in another diocese and in accordance with guidance on Clergy Personal Files¹.

¹ <https://www.churchofengland.org/sites/default/files/2018-06/Personal%20Files%20Relating%20to%20Clergy%202018%20Edition.pdf>

9. I only share special category information when it is necessary to do so:
 - 9.1. for occupational health purposes with my HR, vocations and training advisers;
 - 9.2. because there is a substantial public interest, on the basis of English law, that requires me to share in references information for the prevention of harm by dishonest, malpractice or other serious misconduct, and for safeguarding.

In all other circumstances, I will seek your consent before sharing special category information.

10. IT services and some administrative support are provided to me by the WDBF, which processes data on my behalf.

Your rights

11. You are legally entitled to ask for a copy of your information.
12. If you believe that the information I have is incorrect, you should tell me. You can ask me not to use data which you have told me is incorrect until I have confirmed its accuracy, or to delete data if it is no longer necessary for me to process it.
13. You can object to my use of your information in some circumstances. You can complain to the Information Commissioner's Office if you do not think I have adequately addressed your concern (www.ico.org.uk).

The Rt Revd Tim Dakin, Bishop of Winchester

For all enquiries about data protection, please contact
The Bishop's Chaplain
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July 2018