

DATA PROTECTION

Information for Clergy who hold their *Office with Common Tenure* (and in some cases Freehold) terms

Data Protection Statement

Please note this section is under review - General Data Protection Regulation (2016/679 EU) (GDPR) will significantly change data protection law in the UK when it comes into force on 25 May 2018.

The Bishop holds information about office holders for purposes connected with their appointment and pastoral support, including recruitment, ministerial development and their dependants. The Bishop may also keep information on their health for purposes of compliance with health and safety regulations.

Any information the Bishop holds will be for his use, the Suffragan Bishops and Archdeacons only. It is retained securely at his office, which is registered with the Information Commissioner. For further information contact the Bishop's Chaplain.

Data Protection Legislation

Although not your employer, it is a legal requirement for the Diocese to comply with the Data Protection Act 1998.

Another closely related legislation that is closely related is The Freedom of Information Act 2000

Principles

The Data Protection Act 1998 requires us to comply with a number of principles in relation to the personal data. Data which we retain must be:

- Obtained fairly and lawfully and not processed unless certain conditions are met
- Obtained for specified and lawful purposes and not further processed in a manner incompatible for that purpose
- Adequate, relevant and not excessive
- Accurate and up to date
- Kept for no longer than necessary
- Processed in accordance with data subjects' rights
- Protected by appropriate security
- Not transferred to a country outside the European Community, unless that country has equivalent levels of protection for personal data

Guidance on GDPR will be provided Nationally. For more information on Data Protection Act 1998, please visit the website of the Information Commissioner's Office at <https://ico.org.uk/>

Document Owner: Head of Human Resources

Reviewed: January 2018