



## **Coventry Cathedral Safeguarding Privacy Notice**

Coventry Cathedral is committed to protecting your personal data. Personal data is any information relating to an identified or identifiable person.

This privacy notice explains what to expect when Coventry Cathedral collect your personal information. There are several policies and procedures which support this privacy notice, these are listed in **Section 11** below.

### **1. Data controller(s)**

Coventry Cathedral is the data controller.

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

We collect and use your personal information to carry out our safeguarding responsibilities including the following activities:

- Ensuring the safety of those that work for or are employed by the institutional Church of England, including contractors and office holders, members of the Church of England and the public
- Investigating safeguarding allegations
- Maintaining records and case files regarding safeguarding incidents and/or investigations
- Providing training
- Providing support to individuals involved in safeguarding cases
- Providing advice to Church of England bodies regarding managing safeguarding incidents or cases
- Liaising with public, statutory and regulatory enquiries (including legal and independent reviews and inquiries), local authorities and courts and tribunals
- Being involved in litigation, dispute resolution and judicial process (including liaison with external advisers)
- Publishing resources, reports and reviews
- Undertaking research and statistical analysis
- Managing archived records for historical and research reasons, including the management and administration of access to our collections

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

The types of information we process include:

- personal details
- contact information
- family details

- lifestyle and social circumstances
- employment and education details
- housing needs

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

- race;
- ethnic origin;
- politics;
- religion;
- trade union membership;
- health;
- sex life; or
- sexual orientation
- criminal allegations, proceedings or convictions.

We process personal information about:

- current, retired and prospective clergy
- employees (see wording below)
- volunteers
- complaints of misconduct and unlawful acts
- individuals involved in or connected with legal claims, inquiries, reviews and dispute resolution
- professional advisers and consultants
- children and parents
- individuals whose safety has been put at risk

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

We collect and use personal data as explained below.

- **Legitimate interest** – we may need to process your information to undertake safeguarding tasks, including doing all that we reasonably can to ensure that no-one is at risk of harm during Cathedral activities.

#### Legitimate Interest Assessment

We have undertaken a Legitimate Interest Assessment which sets out why we have a legitimate interest.

We have a specific purpose with a defined benefit	The consideration of matters which are brought to our attention in order that, amongst other things, we can identify any potential wrongdoing, inappropriate behaviour, or unlawful conduct, and put in place a safer way of working across the Church of England.
The processing is necessary to achieve the defined benefit.	Unless we properly appreciate the detail of the matters to which you refer we cannot take steps to ensure that we have provided the most appropriate safeguarding response.

The purpose is balanced against, and does not override, the interests, rights and freedoms of data subjects.	There is the risk of significant and/or serious harm to others if unsuitable individuals are appointed. This risk is greatest where allegations are not properly addressed. This is balanced against, and does not override, your interests, rights and freedoms.
--	---

For a copy of the full Legitimate Interest Assessment undertaken by the National Church Institutions, please contact their Data Protection Team, whose contact details are set out at section 10 below.

**Legal obligation** – we may need to process your information in order to comply with a legal obligation, such as under the Inquiries Act 2005 which may compel us to provide personal data for the purposes of a statutory inquiry, or a referral to the Disclosure and Barring Service under the Safeguarding Vulnerable Groups Act 2006, or an order of a court or tribunal.

Special categories & criminal information

- **Substantial public interest** (protecting the public against dishonesty etc.) – we may need to process your information where necessary for the protection of members of the public generally against seriously improper conduct, and from any failures in connection with, the Church of England’s activities, or for safeguarding purposes.

This lawful basis is applied in the UK only, with reference to the GDPR Article 9(2)(g), and the Data Protection Act 2018 Schedule 2, paragraph 11. For those based outside the UK in other jurisdictions, they will have to ensure that their Member State law provides similar or equivalent use of 9(2)(g).

- **Legal claims** – we may need to process your information where there is a legal claim, or in connection with a judicial process.
- **Archiving** - we may keep your information for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

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

Where necessary (or required), we collect from or share information with:

- Parishes e.g. Parochial Church Councils (PCCs) and relevant PCC members, diocesan bodies, bishops’ offices and cathedrals.  
Links to these documents can be found in Section 11.
- candidates, prospective employees, employees or other staff members (including contractors, workers, consultants and volunteers, including members of any “Core Group”)
- legal representatives
- parties and individuals involved in or connected with legal claims, inquiries, reviews and dispute resolution (including mediation and arbitration)
- healthcare, social and welfare organisations or providers of health, social care or welfare services
- educational institutions
- governance bodies and committees
- 3<sup>rd</sup> party data processors

- local and central government
- both houses of parliament and members of parliament
- regulatory and statutory bodies
- law enforcement and prosecuting authorities
- courts and tribunals and providers of legal services
- members of the judiciary
- charitable, religious and voluntary organisations survey and research organisations
- statutory, public, regulatory or other legal or independent reviews or inquiries, including any “lessons learned” reviews

Once your information has been collected by Coventry Cathedral it may be used by other parts of the Church of England, where necessary, to provide a complete service to you, and we do this on the lawful bases listed above. It is for this reason that we link your information together, for example, to save you providing your information more than once.

## **5. Your personal data will not be sent to countries outside the EEA without your consent, and with necessary safeguards.**

Coventry Cathedral will not share your information with countries outside of the UK or EEA without your consent and necessary safeguards.

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

There’s often a legal and/or business reason for keeping your information for a set period, as stated in our retention schedule.

## **7. Security**

We are committed to ensuring that your personal data is secure. We limit access to data on a need to know basis and test our security practices and technologies.

Employees and temporary workers are required to follow policies and procedures and complete mandatory annual training to understand data protection and information security.

If a data breach does occur, we will do everything in our power to limit the damage. In the case of a high-risk data breach, and depending on the circumstances, we will inform you about the breach and any remedial actions to prevent any further damage. We will also inform the Information Commissioner’s Office of any qualifying data breaches.

## **8. Your personal data will not be used for any automated decision making without access to human intervention.**

## **9. Your rights**

You have the following rights regarding your personal data, subject to exemptions:

1. The right to request a copy of your personal data
2. The right to rectify your data if you think it is inaccurate or incomplete
3. The right to request that your data being erased, in certain circumstances
4. The right to restrict processing of your data, in certain circumstances
5. The right to request that we transfer your data to you or another organisation, in certain circumstances
6. The right to object to our processing of your data if the process forms part of our public tasks, or is in our legitimate interests

To exercise these rights please contact the Business Manager using the contact information provided below.

## 10. Complaints or concerns

If you have any concerns or queries about how Coventry Cathedral handles your personal data, please contact Isabel Merrifield the Business Manager at: [Isabel.merrifield@coventrycathedral.org.uk](mailto:Isabel.merrifield@coventrycathedral.org.uk) or write to Isabel Merrifield, Business Manager, Coventry Cathedral, 1 Hill Top, Coventry, CV1 5AB

You have the right to make a complaint at any time to the Information Commissioner at <https://ico.org.uk/concerns/> or Information Commissioner's Office, Wycliffe House, Water Lane Wilmslow Cheshire SK9 5AF, Tel: 0303 123 1113.

## 11. Reference documents

For further information on the NCIs please go to:

<https://www.churchofengland.org/about/leadership-and-governance/national-churchinstitutions>

For further information on our safeguarding policy, please see

<http://www.coventrycathedral.org.uk/wpsite/safeguarding/>

For further information on retention please see Safeguarding Records Retention Toolkit December 2015:

[Records management guides | The Church of England;](#)

<https://www.churchofengland.org/sites/default/files/2017-10/Safeguarding%20Records-%20Retention%20Tool%20kit%20-Dec%202015.pdf>

For further information on our safeguarding duties and responsibilities, please see Practice Guidance: Safer Recruitment 2016 policy:

[https://www.churchofengland.org/sites/default/files/2017-](https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf)

[11/safeguarding%20safer\\_recruitment\\_practice\\_guidance\\_2016.pdf](https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf)

Practice Guidance: Responding to, assessing and managing safeguarding concerns or allegations against church officers (2017):

<https://www.churchofengland.org/sites/default/files/201712/Responding%20PG%20V2.pdf>

Responding to Safeguarding Concerns or Allegations that relate to Children, Young People and Vulnerable Adults Practice Guidance (2018):

[https://www.churchofengland.org/sites/default/files/2018-](https://www.churchofengland.org/sites/default/files/2018-11/Responding%20to%20Safeguarding%20Concerns%20or%20Allegations%20that%20relate%20to%20Children%20C%20Young%20People%20and%20Vulnerable%20Adults.pdf)

[11/Responding%20to%20Safeguarding%20Concerns%20or%20Allegations%20that%20relate%20to%20Children%20C%20Young%20People%20and%20Vulnerable%20Adults.pdf](https://www.churchofengland.org/sites/default/files/2018-11/Responding%20to%20Safeguarding%20Concerns%20or%20Allegations%20that%20relate%20to%20Children%20C%20Young%20People%20and%20Vulnerable%20Adults.pdf)