



DIOCESE OF **Hexham & Newcastle**

Diocesan Privacy Notice

1. INTRODUCTION

- 1.1 The Diocese of Hexham and Newcastle (the "**Diocese**") is a charity registered with the Charity Commission in England and Wales (no 1143450). The Diocese is also a registered company (no 7732977) and the registered address is St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY.
- 1.2 When you provide Personal Data in order to engage with the Diocese and/or benefit from its services and activities, a record will be kept of the data you provide in order to enable Diocesan compliance with statutory obligations and to achieve the charitable objects of the promotion of the Roman Catholic faith by supporting clergy, providing pastoral work in parishes and in communities and providing life-long Christian education.
- 1.3 For the purpose of the General Data Protection Regulation 2016/279 (GDPR) and The Data Protection Act 2018, the Diocese through its Trustees/Board is a Data Controller in respect of your Personal Data. In some cases, the Diocese may be a joint Data Controller of your Personal Data (e.g. where your data is shared between the Diocese and another organisation such as a Diocesan school for a particular purpose). Please be aware that parishes form part of the Diocese and are not separate legal entities. Parishes are not Data Controllers nor do they process Personal Data on behalf of the Diocese as a Data Processor.
- 1.4 Everyone has rights with regard to how their Personal Data is handled by organisations. The Diocese is committed to ensuring that Personal Data is properly and securely managed in accordance with the relevant data protection laws, and believes this is an important part of achieving trust and confidence between the Diocese and those with whom it interacts. Please read this notice to understand how the Diocese uses and protects the information that you provide or that is obtained or held about you, and to understand what your rights are in relation to information that is held. This notice applies to information about living identifiable individuals only.

2. WHAT PERSONAL DATA DOES THE DIOCESE HOLD ABOUT YOU?

- 2.1 The Diocese may hold the following types of Personal Data
 - 2.1.1 name and contact details;
 - 2.1.2 gender, age, date of birth, marital status and nationality;
 - 2.1.3 information about your education/work history and professional qualifications;
 - 2.1.4 information about your family and any dependants;

- 2.1.5 information about your current involvement in Diocesan activities and events;
 - 2.1.6 financial information (e.g. bank details) and details of any donations you have made to the Diocese in the past;
 - 2.1.7 information obtained as a result of any background checks;
 - 2.1.8 CCTV recordings and photographs;
 - 2.1.9 information collected through your use of the Diocesan website(s) such as IP addresses and other information collected using cookies;
 - 2.1.10 any other information which you choose to provide or that is provided by others.
- 2.2 The Diocese may also hold Special Categories of Personal Data e.g. information about your religious beliefs, information about your health and wellbeing, information revealing racial or ethnic origin, information concerning your sexual orientation or in the case of background checks, information about criminal records or proceedings.
- 2.3 The Diocese may also receive Personal Data about you from third parties, for example, your family members, other parishioners, Diocesan schools, other dioceses, medical professionals, the police, previous employers, referees and other law enforcement bodies.

3. HOW AND WHY DOES THE DIOCESE PROCESS YOUR PERSONAL DATA?

- 3.1 The Personal Data which the Diocese holds about you, whether it is collected directly from you or whether received from a third party, may be processed in a number of ways, for example:
- 3.1.1 to communicate with you in relation to news about activities and events taking place in the Diocese including in any Diocesan parish or organisation, including seeking feedback and informing you of any changes to the activities;
 - 3.1.2 to improve Diocesan activities and the way the Diocese communicates with you including via the Diocesan websites, the website of any parish and via social media;
 - 3.1.3 to carry out contractual obligations, e.g. paying Diocesan employees;
 - 3.1.4 to carry out activities, from weddings and funerals to general pastoral and spiritual care;
 - 3.1.5 to process donations that you may make to the Diocese or other payments where, for example, you hire facilities belonging to the Diocese;
 - 3.1.6 to administer, support, improve and develop the administration of the Diocese's work and operations and to keep the Diocese's and any parish's accounts and records up-to-date;
 - 3.1.7 to process applications from you, including grant applications and applications for employment or volunteer roles within the Diocese;
 - 3.1.8 to identify potential additional sources of fundraising such as identifying those eligible to make Gift Aid nominations;

- 3.1.9 for audit and statistical purposes (e.g. for the annual audit undertaken by the Bishops' Conference of England and Wales);
 - 3.1.10 to ensure the Diocese complies with its legal obligations (e.g. by providing information to the Charity Commission or HMRC or carrying out safeguarding activities);
 - 3.1.11 in the case of CCTV recordings, to prevent or detect crime, and to help create a safer environment for Diocesan staff, clergy, religious, parishioners and visitors;
- 3.2 Any information gathered through cookies and similar technologies via the Diocesan website or the website of any parish, is used to measure and analyse information on visits to the website, to tailor the website to make it better for visitors and to improve technical performance. The Diocese will not use the data to identify you personally or to make any decisions about you.

4. ON WHAT GROUNDS DOES THE DIOCESE PROCESS YOUR PERSONAL DATA?

- 4.1 Under the Data Protection Rules, the Diocese must have a lawful basis for processing your information; this will vary according to the circumstances of how and why your information is held but typical examples include:
- 4.1.1 the activities are within the legitimate interests of the Diocese in advancing and maintaining the Roman Catholic religion, in providing information about the activities of the Diocese or any Diocesan parish, and to raise charitable funds (e.g. where baptism data is used by a parish to follow up with families for first communion);
 - 4.1.2 where you have given consent (which can be withdrawn at any time using the contact details in this notice) for the Diocese to process your information (e.g. to send you marketing or fundraising communications by email or text message);
 - 4.1.3 where the Diocese is carrying out necessary steps in relation to a contract to which you are party or prior to you entering into a contract (e.g. where you enter into a hire agreement for a Diocesan facility) or apply for an employment role;
 - 4.1.4 the processing is necessary for compliance with a legal obligation (e.g. where the Diocese passes on information to a local authority for safeguarding or other reason);
 - 4.1.5 the processing is necessary for carrying out a task in the public interest (e.g. updating and maintaining the civil register of marriages); or
 - 4.1.6 to protect your vital interests (e.g. if you were unfortunate enough to fall ill or suffer an injury on Diocesan premises, then information may be passed on to the NHS for treatment purposes and to family members).
- 4.2 If the Diocese processes any Special Categories of Personal Data there must be a further lawful basis established for the processing. This may include:
- 4.2.1 where you have given your explicit consent to do so (e.g. to cater for your medical or dietary needs at an event);
 - 4.2.2 where the processing is necessary to protect your vital interests or someone else's vital interests (e.g. passing on information to the Police);

- 4.2.3 where the processing is carried out in the course of the Diocese's legitimate interests as a Roman Catholic diocese working with and supporting current and former parishioners and the information is not shared outside the Diocese other than with your consent (e.g. carrying out a parish census);
 - 4.2.4 you have made the information public (e.g. by disclosing personal details and beliefs in social media or by consenting to your details appearing in a public directory);
 - 4.2.5 where the processing is necessary for the establishment, exercise or defence of legal claims;
 - 4.2.6 where the processing is necessary for carrying out the Diocese's employment and social security obligations; or
 - 4.2.7 the processing being necessary for reasons of substantial public interest (e.g. where steps are taken to prevent fraud or other dishonest activity); provided that the legal basis is proportionate to the aim pursued and provides for suitable and specific measures to safeguard your rights, or as part of legitimate interests as a Roman Catholic diocese and charitable institution and company.
- 4.3 If the Diocese processes any Personal Data comprising criminal convictions or offences there must also be a further lawful basis established for the processing. This may include:
- 4.3.1 where the Diocese is exercising obligations or rights which are imposed or conferred by law on the Diocese or on you in connection with employment, social security or social protection and the Diocese has an appropriate policy document in place (e.g. to undertake appropriate checks on individuals prior to taking up a role);
 - 4.3.2 where it is necessary for the prevention or detection of an unlawful act (e.g. passing on information to the Police or other investigatory body);
 - 4.3.3 where the Diocese is complying with or assisting others to comply with regulatory requirements relating to unlawful acts or dishonesty (e.g. passing on information to the Police or other investigatory body);
 - 4.3.4 where it is carried out in the course of safeguarding children or other individuals at risk (e.g. making a safeguarding disclosure);
 - 4.3.5 where an individual has given their consent to the processing;
 - 4.3.6 where the Diocese is establishing, exercising or defending legal claims (e.g. providing information to Diocesan insurers or lawyers in connection with legal proceedings);
 - 4.3.7 where it is necessary to protect the vital interests of an individual (e.g. passing on information to the Police); or
 - 4.3.8 where it is carried out in the course of the Diocese's legitimate activities as a not-for-profit body with religious aims (e.g. carrying out pastoral activities).

5. WHO WILL YOUR INFORMATION BE SHARED WITH?

- 5.1 Your Personal Data will only be used within the Diocese for the purposes for which it was obtained, unless you have explicitly agreed that it may be shared with another organisation or unless the Diocese is otherwise permitted or required to under the Data Protection Rules or order of a Court or other competent regulatory body or as set out in this notice.

- 5.2 The Diocese may share your information with other members of the Church seeking relief and any ecclesiastical body enjoying canonical jurisdiction or powers of governance as detailed in the Code of Canon Law or the Apostolic Constitution *Pastor Bonus*.
- 5.3 The Diocese may share your information with government bodies for tax purposes or law enforcement agencies for the prevention and detection of crime.
- 5.4 Sometimes the Diocese contracts with third parties to process Personal Data on its behalf (e.g. IT consultants, distributors of parish newsletters and directories). This includes parishes that may enter into these contracts with the permission of the Diocese. The Diocese requires that these third parties comply strictly with Diocesan instructions and with the Data Protection Rules.
- 5.5 The Diocese also may be required to share your Personal Data so that the Diocese can benefit from Gift Aid declarations you have made, e.g. with HMRC.
- 5.6 Administrative, technical and physical measures are in place, designed to guard against and minimise the risk of loss, misuse or unauthorised processing or disclosure of the Personal Data that the Diocese holds.
- 5.7 In the course of processing your Personal Data, or disclosing it to the recipients referred to above, it may be transferred to countries which are outside the European Economic Area (EEA), some of which may not have laws which provide the same level of protection to your Personal Data as laws inside the EEA. In such cases the Diocese will take steps to ensure that the transfers comply with the Data Protection Rules and that your Personal Data is appropriately protected. This is done so by taking the following measures:
 - 5.7.1 putting in place a contract with the recipient that means they must protect the personal information to the same standards as is required in the EEA;
 - 5.7.2 transferring it to a non-EEA country with privacy laws that give the same protection as the EEA;
 - 5.7.3 transferring it to organisations that are part of Privacy Shield (or any successor or replacement scheme). This is a framework that sets privacy standards for data sent between the US and EU countries to ensure that those standards are similar to what are used within the EEA;
 - 5.7.4 transferring it to organisations or countries that have other approved certification schemes or codes in place; or
 - 5.7.5 relying on another appropriate ground under applicable data protection laws.

6. HOW LONG WILL YOUR INFORMATION BE KEPT?

- 6.1 The Diocese will endeavour to only keep Personal Data for as long as is necessary and to delete it when it is no longer so.
- 6.2 A Retention Policy will be available in due course.

7. YOUR RIGHTS

- 7.1 You have rights in respect of the Personal Data you provide to the Diocese. In particular:

- 7.1.1 the right to request a copy of some or all of the Personal Data that the Diocese holds about you (including, in some cases, in a commonly used, machine readable, format so that it can be transferred to other Data Controllers). The Diocese does not make a charge for this service but a request needs to be made in writing, which can include e-mail or other media;
 - 7.1.2 if the Diocese processes your Personal Data on the basis that you have given your consent, the right to withdraw that consent;
 - 7.1.3 the right to ask that any inaccuracies in your Personal Data are corrected;
 - 7.1.4 the right to have the Diocese restrict the processing of all or part of your Personal Data;
 - 7.1.5 the right to ask that the Diocese deletes your Personal Data where there is no compelling reason to continue to process it (erasure or “the right to be forgotten”). This does not include the removal of factual records, e.g. in baptismal registers;
 - 7.1.6 the right to object to the Diocese processing your Personal Data for direct marketing purposes e.g. in relation to fundraising; and
 - 7.1.7 the right not to be subject to legal or other significant decisions being taken about you on the basis of an automated process (i.e. without human intervention).
- 7.2 Please note that the above rights may be limited in some situations – for example, where the Diocese can demonstrate that it has a legal requirement to process your Personal Data. Also, you may need to provide proof of identity for verification and data security purposes before you can exercise your rights.
- 7.3 Rights may only be exercised by the individual whose information is being held by the Diocese or with that individual's express permission. Children from around 12 years upwards are entitled to make their own requests (where the Diocese is of the reasonable view that they have an appropriate understanding of the request they are making) and parents/guardian/family members do not have an automatic right to see information about their child or prevent their child from making a request to the Diocese.

8. CHANGES TO THIS NOTICE

- 8.1 The Diocese may make changes to this notice from time to time as organisational practices and/or applicable laws change. Your personal information will not be used in any way that is inconsistent with the original purpose(s) for which it was collected or obtained (if it is intended to do so, the Diocese will notify you in advance wherever possible) or otherwise than is permitted by data protection laws.

9. CONTACT DETAILS

- 9.1 If you have any questions, require further information about how the Diocese protects your Personal Data, if you wish to exercise any of the above rights or if you would like to provide feedback or make a complaint about the use of your information, please contact the Diocesan Data Protection Lead at:

Department for Finance and Operations, St Cuthbert's House, West Road, NE15 7PY. You can email at data.protection@diocesehn.org.uk or phone on 0191 2433317.

- 9.2 Any complaints will be dealt with in accordance with the Diocese's Complaints Procedure.
- 9.3 Every effort will be made to satisfy any queries you may have about the way in which your Personal Data is processed. However, if you have unresolved concerns you also have the right to complain to the Information Commissioner ('ICO') (www.ico.org.uk).

10. COOKIES

- 10.1 Cookies, also known as browsers or tracking cookies, are small text files that are added to your computer when you visit a website. They help websites to perform certain functions and for tracking purposes.
- 10.2 The Diocesan websites may make use of the following cookies:
- 10.2.1 **Google analytics.** This is used for tracking purposes. The cookies allow the Diocese to understand general traffic to websites, for example, number of visitors and length of time on site. This process does collect data, but in an anonymous form, to help make improvements, develop the website and enhance the user experience.
 - 10.2.2 **Third Party Cookies.** The Diocese may use some third party applications to enhance the functionality and experience of the website, for example, through the use of a Google Calendar, by embedding a YouTube Video or by using a Twitter feed.
 - 10.2.3 **Password Protected Access.** Our websites have a small number of pages that use essential cookies to enable access to password protected pages.

11. MANAGE COOKIES

- 11.1 If you would like to opt-in or opt-out of using cookies then you should be able to do so using your browser. You can review your cookie settings at any time.
- 11.2 Please note that you cannot opt out of the deployment of cookies that are necessary for delivery of Diocesan websites or services to visitors.

12. GLOSSARY

"**Data Controller**" means a person, organisation or body that determines the purposes for which, and the manner in which, any Personal Data is processed. A Data Controller is responsible for complying with the data protection laws including the GDPR and establishing practices and policies in line with them.

"**Data Processor**" means any person, organisation or body that processes Personal Data on behalf of and on the instruction of the Diocese. Data Processors have a duty to protect the information they process by following data protection laws.

"**Data Subject**" means a living individual about whom the Diocese processes Personal Data and who can be identified from the Personal Data. A Data Subject need not be a UK national or resident. All Data Subjects have legal rights in relation to their Personal Data and the information that the Diocese holds about them.

"**Personal Data**" means any information relating to a living individual who can be identified from that information or in conjunction with other information which is in, or is likely to come into, the

Diocese's possession. Personal Data can be factual (such as a name, address or date of birth) or it can be an opinion (e.g. a performance appraisal). It can even include a simple email address. A mere mention of someone's name in a document does not necessarily constitute Personal Data, but personal details such as someone's contact details or salary (if it enabled an individual to be identified) would fall within the definition.

"Processing" means any activity that involves use of Personal Data. It includes obtaining, recording or holding the information or carrying out any operation or set of operations on it, including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring or disclosing Personal Data to third parties.

"Special Categories of Personal Data" (previously called sensitive personal data) means information about a person's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health or condition or sexuality. It also includes genetic and biometric data. Special Categories of Personal Data can only be processed under strict conditions and such processing will usually, although not always, require the explicit consent of the Data Subject.

"Data Protection Rules"

Any data protection legislation, domestic or otherwise (as may be in force or repealed or replaced from time to time), e.g. the Data Protection Act 2018 and the General Data Protection Regulation 2016/679.

13. Approval and Authorisation

Name	Job Title	Date
Author: Catherine Joyce	Data Protection Support Manager	02/2019
Approved: Jeff Ledger	Data Protection Lead	02/2019

14. Change History

Version	Date	Reason	Initials

15. Review

This notice is due for review in 03/2019.