

Church Commissioners' Secretariat

Privacy Notice

This privacy notice is provided by the Church Commissioners' Secretariat to explain what to expect when we collect and process your personal information, when recruiting new Commissioners or non-Commissioner committee members. We collect and process your data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Data controller(s)

The data controller is:

The Church Commissioners for England,
Church House
Great Smith Street
London
SW1P 3AZ

Except in relation to the appointment of Church Commissioners by the Crown. In these cases, the Cabinet Office and the Church Commissioners are joint data controllers.

Ecclesiastical Secretary to the Crown and Lord Chancellor
Cabinet Office, Honours and Appointments Secretariat
Room G.40
1, Horse Guards Road
London
SW1A 2HQ

1. Why we collect and use your personal data

Personal information is collected for the following purposes:

- Advertising the role and seeking CVs to assist us with the recruitment process when filling vacancies arising on our Board of Governors or various committees
- Managing the appointment of the successful applicant

2. The data we collect

We collect your name, address, telephone number, email address, employment history, educational achievements, and any supporting statements.

For some appointments we also process "special category" information i.e. about applicants' religion.

3. The lawful basis for using your information

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

Personal data

The Church Commissioners (or in respect of appointments for which the Cabinet Office is a joint controller, the Church Commissioners and Cabinet Office) process your data on the lawful basis that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller.

Special categories & criminal information

Article 9 of the GDPR (*Conditions for processing special category data*) includes the condition where processing is necessary for reasons of substantial public interest for the exercise of a function of the Crown, a Minister of the Crown, or a government department, or the exercise of a function conferred on a person by an enactment.

As the Church Commissioners Measure 1947 requires that some Commissioners be members of the Church of England, the data controllers process data about candidates' religion in accordance with Article 9.

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

We collected your information from:

- You, the data subject, or
- Specialist recruitment consultants we may from time to time engage

Once your information has been collected by a National Church Institution (NCIs), it may be used by other NCIs, where necessary and lawful, to provide a complete service to you. It is for this reason that we link your information together, for example, to save you providing your information more than once.

We will not share your data with any other third parties except where specified here. We will be sharing your information with:

- Members of a recruitment (i.e. shortlisting and interview) panel
- The panel's support staff
- In the case of Crown appointments, the Cabinet Office (a joint data controller). It will also therefore be shared with the Cabinet Office's IT suppliers.

5. International transfers

As your personal data is stored on Cabinet Office's IT infrastructure and shared with their data processors, it may be transferred and stored securely outside the European Union. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.

6. How long do we keep your information?

We will keep your data for the duration of the recruitment process. Once an appointment is made, only the successful candidate's CV will be retained, for the duration of their term of office. Thereafter CVs will be destroyed.

7. Your rights

You have the following rights regarding your personal data:

- 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 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;
- 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
- The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another.

To exercise these rights, please contact the Data Protection Team using the contact information provided below. The NCIs Individual Rights Policy is available on request.

8. Complaints or concerns

If you have any queries regarding this processing activity, please contact, in the first instance, Matt Chamberlain, Church Commissioners' Secretariat, Church House, Great Smith Street London SW1P 3AZ.

If you have any concerns or queries about how the Church Commissioners' Secretariat handles your personal data, please contact the Data Protection Officer at:

gdpr@churchofengland.org or Data Protection Officer, Lambeth Palace Library, 15 Lambeth Palace Road, London SE1 7JT, Tel: 020 7898 1030.

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 (local rate).