

## Diocese Of Sodor and Man

### SAFEGUARDING TEAM PRIVACY NOTICE

The Safeguarding Team 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 the data controller collect your personal information.

#### Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the applicable legislation, including:

- The IOM General Data Protection Regulations and Law Enforcement Directive Implementing Regulations 2018
- The UK General Data Protection Regulation 2016
- The UK Data Protection Act 2018
- and other regulatory requirements and applicable guidance.

#### Contact details

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Diocesan Safeguarding Support Officer  
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Working to keep Christian communities safe in the Isle of Man  
Churches Alive in Mann  
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#### How will we collect and use your personal data?

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

- Undertaking personal risk assessments;
- Investigating safeguarding allegations;
- Maintaining records and case files regarding safeguarding incidents and/or investigations;
- Providing training;
- Providing support to individuals involved in safeguarding cases; including assessing the need for counselling;
- 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;

- Providing advice to Church of England bodies regarding managing safeguarding incidents or cases;
- Liaising with and responding to 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; and
- Managing archived records for historical and research reasons, including the management and administration of access our collections.

**The categories of data we collect:**

The types of information we process include:

- Name;
- Title;
- Marital status;
- Gender;
- Nationality;
- Job title/position;
- Dates (birth, joined, ordination, education, death etc.);
- Contact information – work and personal (Address; phone numbers);
- Honours;
- Family names and details, including wider family;
- Lifestyle and social circumstances;
- Socio-economic details;
- Employment and appointments;
- Education details;
- Training attendance/certification; and
- Housing needs;

Special categories of information may include:

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

Information about:

- current, retired and prospective clergy;
- employees (see wording below);
- volunteers;
- individuals involved in or connected with legal claims, inquiries, reviews and dispute resolution;
- professional advisers and consultants;
- individuals whose safety has been put at risk;
- children and parents/ carers;
- complaints of misconduct and unlawful acts;
- details of misconduct and unlawful acts e.g. the nature of any allegations; and
- individuals who may pose a risk.

The following types of documents or correspondence may be processed:

- Records of alerts, notifications, concerns or allegations;
- Disciplinary, case and personal files;
- Personal Risk Assessments;
- Confidential declaration forms;
- Recruitment documentation e.g. DBS checks;
- Training records;
- Referrals;
- Self-referrals;
- Minutes of meetings;
- Correspondence, including letters, emails etc.;
- Telephone call notes;
- Records of enquiries, advice sought or provided;
- Records provided by the police or statutory agencies; and
- Notifications to external parties e.g. police, local authorities, the Charity Commission, insurers etc.

### **What is the legal basis for processing your personal data?**

- **Explicit consent** of the data subject so that we can keep you informed about news, applicable events, activities and services and keep you informed about applicable diocesan events.
- Processing is necessary for carrying out **legal obligations** such as under any legislation which may compel us to provide personal data for the purposes of a statutory inquiry, or a referral to the Disclosure and Barring Service for the Safeguarding Vulnerable of groups, or an order of a court or tribunal.
- **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 Church of England activities. We have undertaken a Legitimate Interest Assessment, and the summary below sets out why we have a legitimate interest.

Legitimate Interest Assessment:

<ul style="list-style-type: none"> <li>• We have a specific purpose with a defined benefit</li> </ul>	<ul style="list-style-type: none"> <li>• The processing is an essential part of the Church of England’s response to the dealing with safeguarding matters to protect individuals from harm, in particular those that are the most vulnerable, (children and/or vulnerable adults).</li> </ul>
<ul style="list-style-type: none"> <li>• The processing is necessary to achieve the defined benefit.</li> </ul>	<ul style="list-style-type: none"> <li>• The processing is necessary to investigate an allegation/concern effectively or help improve safe working practices in and around Church activities and ensure that the Church is a safe place for everybody.</li> </ul>
<ul style="list-style-type: none"> <li>• The purpose is balanced against, and does not override, the interests, rights and freedoms of data subjects.</li> </ul>	<ul style="list-style-type: none"> <li>• There is the risk of significant harm to others if unsuitable individuals are appointed to positions of authority and responsibility where they can be trusted by others. Similarly, there is a risk of harm to individuals where safe working practices are not adopted or cannot be reviewed and improved. The duty to protect individuals from harm, overrides any risks to the rights and freedoms of data subjects as appropriate safeguards have been put in place.</li> </ul>

Special categories & criminal information

- **Explicit Consent** – we will obtain your explicit written consent to process your data to assess the need for, and the provision of counselling and support, and to share it with 3<sup>rd</sup> parties.
- **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.
- **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, and for scientific or historical research purposes or statistical purposes.

**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.
- 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
- Isle of Man and UK local and national government structures.
- Isle of Man and UK members of government
- 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

### **How long do we keep your personal data?**

There’s often a legal and/or business reason for keeping your information for a set period. Please ask for details.

### **What are your rights in relation to your personal data?**

You have the following rights with respect to your personal data unless your request is subject to an exemption. Exemptions exist to protect information that should not be disclosed, for example because disclosing it would be harmful to another person or it would be against the public interest.

- The right to request a copy of your personal data which the Diocese holds about you;
- The right to request that the Diocese corrects 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 the Diocese to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- 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 personal data, (where applicable)
- The right to lodge a complaint with the Isle of Man Information Commissioners Office.

**Will we further process your data?**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**If you need to make a complaint here is what to do.**

In the first instance we would ask you to raise any concerns/complaints to Lisa Morris or Tony Connell directly as the Data Controller.

If you are not satisfied with how we dealt with your concern/complaint you are entitled to contact the Isle of Man Information Commissioner, P.O. Box 69, Douglas, Isle of Man, IM99 1EQ Telephone: +44 1624 693260 Email: [ask@inforights.im](mailto:ask@inforights.im) directly. Details can be found [here](#)

**Changes to this privacy notice**

We keep our privacy notice under regular review. This privacy notice was last reviewed March 2021.