



# Church of England National People System and HR Information Sharing Agreement

VERSION 1.0

JANUARY 2022

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## Approval and review

Approved by	Chief Operating Officer, Church of England Central Services
Document owner	NCIs Information Governance Officer
Document author	NCIs Information Governance Officer; NCIs Legal Office; Stephens Scown LLP
Date	1 March 2022
Review date	2025

## Version Control

Version No	Revision Date	Amended by	Summary of Changes
0.1	June 2021	Information Governance Officer	Draft agreement for consultation
0.2	August 2021	Stephens Scown LLP	External review, revision and consolidation
0.3	September 2021	Legal Office	Internal review of Stephens Scown amendments

0.4	September 2021	Information Governance Officer; Legal Office	Final amendments for consultation version, addition of appendices
Final v1.0	December 2021	Information Governance Officer; Legal Office; Lupton Fawcett LLP	Final amendments from consultation and internal review; addition of IoM lawful bases

**Summary Sheet**

<b>Title of Agreement</b>	<b>Church of England National People System/HR Information Sharing Agreement</b>
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<b>Purpose</b>	<p>To facilitate the sharing of people and human resources information between the organisations listed below.</p> <p>The purpose of the information sharing is to support the work and mission of the Church of England through effective management of people.</p>
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<b>Lead Organisation</b>	Church of England Central Services
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<b>Lead Signatory</b>	Chief Operating Officer, Church of England Central Services
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<b>Partners</b>	<ul style="list-style-type: none"><li>• National Church Institutions (NCIs) – consisting of the Archbishops’ Council, The Archbishop of Canterbury (in his corporate capacity), The Archbishop of York (in his corporate capacity), The Church Commissioners for England, The Church of England Pensions Board, The National Society for Promoting Religious Education, Church of England Central Services (ChECS);</li><li>• Church of England Central Services Trading Limited;</li><li>• Diocesan and Suffragan Bishops (in their corporate capacity)</li><li>• Provincial Episcopal Visitors of the Church of England (who are data controllers);</li><li>• Diocesan bodies (including Diocesan Boards of Finance, Diocesan Boards of Education etc);</li><li>• Cathedrals and Peculiars of the Church of England;</li><li>• The Representative Body of the Church in Wales.</li></ul> <p>The list of Partners is provided in Appendix E which are signatories to this agreement.</p>
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<b>Date agreement comes into force</b>	1 March 2022
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<b>Date of agreement review</b>	February 2025
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<b>Agreement drawn up by:</b>	NCIs Data Protection Officer; NCIs Legal Office; NCIs Human Resources department; Church in Wales Legal Office; Stephens Scown LLP; Lupton Fawcett LLP
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<b>Stakeholders consulted:</b>	Select group of Dioceses and Cathedrals
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## 1.0 Introduction

- 1.0 This Information Sharing Agreement (**ISA**) has been drawn up under the umbrella of the Church of England's Data Sharing Framework (**Framework**) which sets out the core information sharing principles that have been agreed by the Partners.
- 1.1 The principles, rules, mechanisms and terms and conditions of the Framework apply to any data sharing that takes place under this ISA.
- 1.2 The ISA is designed to facilitate the sharing of people/human resources information between the Partners. It is incumbent on all Partners to recognise that any information shared must be justified and in accordance with the terms of the ISA. The balance between an individual's rights and freedoms and the need to disclose information must be assessed to ensure the data shared between Partners is proportionate to the purpose. Anyone in doubt should consult their Nominated Individual before proceeding.
- 1.3 Definitions used in this ISA are as defined within it except where already specified in the Framework.
- 1.4 The following policy applies to data sharing conducted under this ISA:

Policy	Organisation	Date
Personal files relating to Clergy: Policy for Bishops and their staff. See link:- <a href="#">Personal Files Relating to Clergy</a>	House of Bishops	2021

This policy applies to all Church of England dioceses.

- 1.5 A comparable policy is used in the Church in Wales:  
[Church in Wales Clergy Personal Files Policy](#)
- 1.6 If a Partner is not subject to any of the above-mentioned policies, it should identify a comparable policy and apply that policy.
- 1.7 In order to implement this policy it is necessary for Partners to share selected Personal Data.
- 1.8 A template Privacy Notice (PN) governing the sharing of HR data is provided in Appendix D. All Partners must adapt the Privacy Notice to include their contact details, logo's etc, and ensure that PN is easily available to Data Subjects online, or is provided to them.

## 2.0 Aims and Objectives

- 2.1 The aim of this ISA is to support the work and mission of the Church of England through effective management of people which necessitates the sharing of Personal Data.
- 2.2 The purpose of this ISA is to enable Personal Data, Special Category Data and Criminal Offence Data to be shared between Partners where both Partners are Data Controllers (each Partner exercises overall control over the purposes and means of processing Personal Data).
- 2.3 The further purpose of this ISA is to enable information to be shared between the Partners in support of the following objectives and benefits, including but not limited to:

- 2.3.1 ensuring and maintaining a single, accurate and up to date person record of potential, current and retired clergy across the Church for the purposes of:
  - publishing a National Register of Clergy;
  - publishing the Crockfords Clerical Directory; and
  - workforce planning.
- 2.3.2 recruiting the most suitable individuals to any position in the Church, and carrying out appropriate and proportionate pre-appointment checks to determine the suitability of any candidate, including checking the work history and confidential references from previous organisations; carrying out and renewing Disclosure and Barring Service checks, and where necessary carrying out risk assessments to fulfil the Church's safeguarding obligations;
- 2.3.3 monitoring the inclusivity and diversity of the recruitment processes and appointments, and the selection and training of ordinands;
- 2.3.4 ensuring appointments to senior leadership positions in the Church are inclusive and diverse;
- 2.3.5 carrying out all functions relating to the full lifecycle of employment/appointment e.g. salary, pension, leave, retirement or other exit from the appointment or organisation;
- 2.3.6 transferring records when appointment/organisational changes occur;
- 2.3.7 administering Bishops' Advisory Panels for the selection of ordinands;
- 2.3.8 enabling the payment of grants to dioceses to support ordinands;
- 2.3.9 enabling and supporting the training of ordinands;
- 2.3.10 enabling and supporting the training of senior leaders and clergy;
- 2.3.11 enabling and supporting the provision of professional supervision by the National Safeguarding Team to persons with operational responsibility for safeguarding in Partners;
- 2.3.12 supplying aggregated and anonymised data for long term research projects;
- 2.3.13 establishing an accurate 'cradle to grave' people master data set to create a single person record which is derived from an aggregation of the data from multiple sources governed by rules and standards, and which utilises a unique identifier to ensure integrity for other systems to draw on and is the people master data source for the Church of England.
- 2.3.14 maintaining a real-time and accurate representation of where clergy and other personnel are deployed and their posts or positions, and provide useful and reliable management information that will help the Church understand:
  - Who are active clergy – are they paid, unpaid, retired, or working elsewhere;
  - The profile of those being recruited and to track when they stay in ministry and for how long;
  - The trajectory of growth and its impact on housing, pensions and other services; and
  - The profile and numbers of those in other licensed ministries.
- 2.3.15 providing efficient and effective systems to support standard and repeatable people and payroll administrative processes in the NCIs and across the wider Church (improving operational effectiveness and reducing spend on maintaining inefficient processes).

2.3.16 liaison with internal and external advisers for the purpose of litigation, dispute resolution, judicial process or or to process information related to an insurance claim;

2.3.17 to monitor use of and support IT systems to:

- ensure that procedures, policies and contracts are adhered to;
- comply with any legal or regulatory obligations;
- prevent or detect unauthorised use of IT systems and/or criminal activities;
- maintain the effective operation of IT systems.

### 3.0 Partners and Scope

3.1 This ISA is between the Partners.

3.2 If a **new Partner joins the ISA**, their details and signature will be added to the master version of the ISA held by the Lead Signatory and all Signatories will be informed as soon as reasonably possible.

3.3 If any **Partner objects to the inclusion** of the new Partner, they should contact the Lead Signatory within one month following notification, stating their reasons. The Lead Signatory will make the final decision with regard to any new inclusion.

3.4 If a **Partner leaves the ISA**, their details will be amended to indicate this on the master version of the ISA held by the Lead Signatory and all Signatories will be informed within one month, or as soon as reasonably possible.

### 4.0 Lawful Bases for Sharing

4.1 Personal Data is shared under the terms of this ISA on the valid lawful bases as set out in Appendix A. For the avoidance of doubt, it may be the case that not all valid lawful bases as set out in Appendix A may apply to every instance of data sharing. Another valid lawful basis/bases may apply in addition or in place of those listed in Appendix A and the Appendix may be updated from time to time to include additional valid lawful bases.

4.2 There is an expectation that House of Bishops' policies apply to all Partners, but to the extent that they do not a Partner should have applicable comparable policies in place (for example in the Channel Islands, the Isle of Man, countries that fall within the Diocese in Europe, the Church in Wales and Royal Peculiars).

#### 4.3 Legitimate Interest Assessment (LIA)

4.3.1 Where the valid lawful basis is Legitimate Interest an LIA is required. The completed LIA has been provided at Appendix B.

4.3.2 A summary of the LIA is set out below.

#### National Register of Clergy (Isle of Man and Channel Islands)

We have a specific purpose with a defined benefit.	To provide a single, reliable, up to date public register to enable anyone to check the credentials of all active licensed clergy, including those on the Channel Islands and the Isle of Man, who are authorised to minister, (including with a permission to officiate (PTO)).
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<p>The processing is necessary to achieve the defined benefit.</p>	<p>The purpose and benefits of the Register cannot be achieved without inclusion of all authorised clergy.</p> <p>The Register will help to maintain accurate information about clergy, produce comprehensive and more accurate data, and will provide the public with a single source of information about authorised clergy and it will also assist the Church as regards the administration and management of all clergy.</p>
<p>The processing legitimately overrides the interests of the data subject and any risks to their rights or freedoms.</p>	<p>All clergy with a license to minister have authorisation to engage in public ministry, so should expect that the details provided are made public. The publication of their credentials on the Register does not adversely affect their rights and freedoms. It is in the interests of the Church of England, authorised clergy and the general public to have a single public list of all clergy authorised to minister.</p>

#### 4.4 Substantial Public Interest

- 4.4.1 The Substantial Public Interest conditions required by the UKGDPR and Data Protection Act 2018 are met by the aims and objectives listed in Section 2.
- 4.4.2 It is not always necessary or possible to obtain explicit consent for processing and sharing Special Category and Criminal Offence Data. Circumstances include:
- 4.4.2.1 where a crime may have been committed;
  - 4.4.2.2 where a person is judged to be at risk of significant/serious harm or a person is considered to be a risk of harm to themselves or others;
  - 4.4.2.3 The function of human resources would be prejudiced or prevented if a data subject withheld consent, for example in relation to:
    - provision of medical records
- 4.4.3 Not obtaining consent does not alleviate any other duties or obligations with regard to processing Personal Data for HR purposes. All processing:
- 4.4.3.1 must be recorded; and
  - 4.4.3.2 where appropriate, Data Subjects should be informed of the extent and nature of such processing.

#### 4.5 Appropriate Policy document

- 4.5.1 Each Partner must have an appropriate policy document outlining compliance measures and retention policies for Special Category Data as required by the Data Protection Act 2018.
- 4.5.2 This requirement does not apply to non-UK Data Controllers e.g. Isle of Man, Jersey, Guernsey and the EU.

### 5.0 Data categories

- 5.1 The types of Personal Data, categories of Data Subjects and document and media types shared under this ISA are as set out at Appendix A.



## **6.0 Specific Requirements and Restrictions**

- 6.1 Personal Data shared between Partners must not be disclosed to any external body which is not a Signatory to this ISA without the written consent of the Providing Partner unless it has been requested by a statutory body (e.g. a law enforcement agency, local authority, statutory enquiry, court or judicial review/enquiry etc.) or where necessary for the development, maintenance and support of IT systems. For the purposes of this ISA, approval for such sharing lies with the Nominated Individual of the Providing Partner.
- 6.2 Documents or records relating to salary where the Data Subject is both a member of the clergy and a NCI employee is restricted to the NCIs' HR, Payroll and Pensions departments, and will not be shared with other Church bodies without specific authorisation.
- 6.3 The same restriction as stated in 6.2 above applies to employee case management records e.g. disciplinary, grievance etc.
- 6.4 Some HR information in the Church may be under the legal hold imposed by the Independent Inquiry into Child Sexual Abuse (IICSA). Such data may not be available for sharing if it would have been destroyed during the period of the legal hold i.e. should not be processed as its retention period has expired. Any data held by a Partner that is subject to this legal hold cannot be destroyed until the legal hold is lifted. The Lead Signatory will inform all Partners when this happens, at which point the applicable HR retention schedule will apply.
- 6.5 Only appropriate and properly authorised persons should have access to the data specified in this ISA. An authorised person is someone with an office or role involved in HR and people management, e.g. the NCIs HR, Payroll or Pensions Teams, communications officers, diocesan or cathedral HR advisors, HR advisers in the Church in Wales, members of a diocesan HR team, bishops, bishops' chaplains, deans, archdeacons, diocesan secretaries or deputy/assistant diocesan secretaries, diocesan registrars. Any local additions to this list should be agreed with the Nominated Individual who is responsible for ensuring appropriate access and use of shared information.
- 6.6 Data may be shared with internal IT or data officers, or external contractors for the purposes of shared system development, maintenance and support as stated in Section 14 of the Framework, and for the publication of the National Clergy Register.
- 6.7 Data may be shared with external legal advisors or insurers for the purposes of managing litigation, dispute resolution, judicial processes or insurance claims.
- 6.8 Sharing race and ethnicity data for the purpose of making senior appointments is restricted by the Data Protection Legislation and can only be collected and shared in accordance with the lawful bases as applied in the various jurisdictions as listed in Appendix A.

## **7.0 Anonymised and Pseudonymised Information**

- 7.1 When creating statistical or analytical data or reports, Personal Data must be altered so that it is no longer Personal Data through aggregation or full anonymisation. While this type of data is no longer person-identifiable in theory, there is sometimes a risk that parts of a dataset could be de-anonymised, depending on the size of the involved group and how different datasets are combined. This means that care still needs to be taken in the treatment and management of these data and datasets to protect the privacy of Data Subjects when creating statistical or analytical reports.

- 7.2 A guide to appropriate anonymisation and pseudonymisation is provided separately. All Partners to this ISA will use appropriate techniques that ensure that recipients of shared data are unable to identify individual Data Subjects where relevant and/or necessary.
- 7.3 Care must be taken to prevent jigsaw or reverse engineered identification, i.e. the combining of other information about a Data Subject which makes them identifiable, even if their name has been removed.
- 7.4 Pseudonymised data is still Personal Data, if by combining different datasets individuals are identifiable. Partners should avoid using pseudonymisation where possible and use anonymisation instead when seeking to remove identifiable data.
- 7.5 Data Subjects must not be named in the subject line of an email nor the title of documents where not strictly relevant or necessary.
- 7.6 Information providers should decide whether requested data should be anonymised or pseudonymised to meet the Partner's requirements. Requesters should state whether they only require anonymised or pseudonymised information where this will be sufficient to meet their purpose.
- 7.7 If data is provided which has not been properly anonymised or pseudonymised, the Receiving Partner must contact the Providing Partner and delete/destroy the data provided. This may constitute a Data Breach and should be dealt with in accordance with the Framework.

## **8.0 Data Protection Impact Assessment (DPIA)**

- 8.1 A DPIA has been carried out and approved by the Lead Signatory and the NCIs Data Protection Officer (NCIs DPO). A summary is provided at Appendix C.
- 8.2 All Partners must review the summary and take steps to put in place the relevant risk mitigations identified. If a Partner is unable to mitigate any risks, they must report this to the Lead Signatory and NCIs DPO.
- 8.3 The DPIA will be maintained by the Lead Signatory, and an annual review from the date this ISA comes into force will be undertaken and signed off by the NCIs DPO and shared with Partners. Any risks that arise during the period before the review should be reported to the Lead Signatory and will be assessed with the NCIs DPO and mitigation agreed with all Partners.

## **9.0 Signatures**

- 9.1 By signing this agreement, all Signatories accept responsibility for its execution and agree to ensure that anyone handling shared data are sufficiently trained with regard to data protection so that requests for information and the process of sharing itself are sufficient to meet the purpose and requirements of this ISA.
- 9.2 Signatories must also ensure that they comply with all relevant legislation and with the provisions set out in the **Church of England Information Sharing Framework**.
- 9.3 A complete list of Signatories and signatures is attached at Appendix E.

**Appendix A Lawful bases**

**Person Data (Article 6)**

<p>UKGDPR</p>	<p><b>Consent – (Art 6(1)(a))</b> - for the processing of medical data and race and ethnicity data for the purposes of making senior appointments in the Isle of Man</p> <p><b>Contract (Art 6(1)(b))</b> – where processing is necessary to enter into an employment contract or other agreement for example, recruitment or post appointment data</p> <p><b>Contract – (Art 6(1)(b))</b> - where processing is necessary for the purpose of HR system development and maintenance by external contractors.</p> <p><b>Contract – (Art 6(1)(b))</b> - where processing is necessary to provide and undertake professional supervision as required by the employment contract of a person with operational responsibility for safeguarding in Partners.</p> <p><b>Public task – (Art 6(1)(e))</b> - necessary for the performance of a task carried out in the public interest or the exercising of official authority</p> <ul style="list-style-type: none"> <li>• The Church Dignitaries (Retirement) Rules 1986 r. 1(1)</li> <li>• The National Ministry Register (Clergy) Regulations 2020</li> <li>• The Ecclesiastical Offices (Terms of Service) Measure 2009</li> <li>• The Ecclesiastical Offices (Terms of Service) Regulations 2009</li> <li>• C4 – C12 and C18</li> <li>• Canon E6 “Of the licensing of readers”;</li> <li>• Canon E8 “Of the admission and licensing of lay workers”;</li> <li>• The Churchwardens Measure 2001;</li> </ul> <p><b>Legal obligation (Art 6(1)(c))</b></p> <ul style="list-style-type: none"> <li>• The Church Dignitaries (Retirement) Measure 1949</li> <li>• The Church of England (Miscellaneous Provisions) Measure 1992 section 11 (a formal notice of resignation and date)</li> <li>• The Church of England (Miscellaneous Provisions) Measure 2020 Section 2 National Ministry Register and the National Ministry Register (Clergy) Regulations 2020</li> <li>• The Ecclesiastical Offices (Terms of Service) Measure 2009</li> <li>• The Ecclesiastical Offices (Terms of Service) Regulations 2009 - Ministerial Development Reviews (MDR) and continuing ministerial education – r. 18 and r 19</li> </ul>
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	<ul style="list-style-type: none"> <li>• Episcopal Endowments and Stipends Measure 1943</li> <li>• Health &amp; Safety at Work etc. Act 1974 and related legislation</li> <li>• The Equality Act 2010</li> <li>• Various Employment, Pension, Trust and Tax legislation, regulation or codes of practice</li> </ul> <p><b>Legitimate Interest (Art 6(1)(f))</b> – the inclusion of clergy from the Isle of Man and Channel Islands in the National Clergy Register (<a href="#">Appendix B Legitimate Interests Assessment</a>)</p>
<p>Isle of Man - Data Protection (Application of GDPR) Order 2018</p> <p>Isle of Man - GDPR and LED Implementing Regulations 2018</p>	<p>Text of GDPR as applied to the Island in Annex to 2018 Order</p> <p><b>Consent (Art 6(1)(a))</b> - for the processing of medical data and race and ethnicity data for the purposes of making senior appointments in the Island</p> <p><b>Contract (Art 6(1)(b))</b></p> <p><b>Legal obligation (Art 6(1)(c))</b></p> <ul style="list-style-type: none"> <li>• The Church (Miscellaneous Provisions) (Isle of Man) Measure 1993 section 11 (a formal notice of resignation and date)</li> <li>• The Church (Miscellaneous Provisions) Measure (Isle of Man) 2021 Section 2 National Ministry Register</li> <li>• The Ecclesiastical Offices (Terms of Service) (Isle of Man) Measure 2012</li> <li>• The Ecclesiastical Offices (Terms of Service) (Isle of Man) Regulations 2012 - Ministerial Development Reviews (MDR) and continuing ministerial education – r. 18 and r 19</li> <li>• Health &amp; Safety at Work etc. Order 1998 and related legislation</li> <li>• The Equality Act 2017</li> </ul> <p><b>Public task (Art 6(1)(e))</b></p> <ul style="list-style-type: none"> <li>• The Ecclesiastical Offices (Terms of Service) (Isle of Man) Measure 2012</li> <li>• The Ecclesiastical Offices (Terms of Service) (Isle of Man) Regulations 2012 - Ministerial Development Reviews (MDR) and continuing ministerial education – r. 18 and r 19</li> <li>• C4 – C12 and C18</li> <li>• Canon E6 “Of the licensing of readers”;</li> <li>• Canon E8 “Of the admission and licensing of lay workers”;</li> <li>• The Churchwardens Measure (Isle of Man) 2013</li> </ul> <p><b>Legitimate Interest (Art 6(1)(f))</b></p>
<p>The Data Protection (Jersey) Law 2018</p>	

### Special Category data (Article 9)

UKGDPR	<p><b>Explicit Consent (Art 9(2)(a))</b> - for the processing of medical data and race and ethnicity data for the purposes of making senior appointments in the Isle of Man</p> <p><b>Employment law (Art 9(2)(b))</b> – obligations of controller in field of employment law</p> <p><b>Legitimate activity (Art 9(2)(d))</b> – processing is carried out in the course of legitimate activities of the Church with appropriate safeguards</p> <p><b>Legal claims (Art 9(2)(f))</b> - where processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity</p> <p><b>Substantial Public Interest (Art 9(2)(g)):</b> <b>Data Protection Act 2018 s. 10(3) and Schedule 1:</b></p> <ul style="list-style-type: none"><li>• Necessary for the exercise of a function conferred on a person by an enactment/rule of law (Schedule 1, Part 2 (6)) – sharing within the Church of England in order to provide information to e.g. an inquiry</li><li>• Preventing or detecting unlawful acts (Schedule 1, Part 2 (10))</li><li>• Protecting the public against dishonesty etc. (Schedule 1, Part 2 (11))</li><li>• Insurance (Schedule 1, Part 2 (20))</li><li>• Statutory purposes for the purposes of achieving the aims, laid down by law, of officially recognised religious associations (Schedule 1, Part 2 (6); UKGDPR Recital 55)</li><li>• Equality of opportunity or treatment - processing of diversity data for monitoring purposes (Schedule 1, Part 2 (8) and (9))</li><li>• Equality of opportunity or treatment – processing of racial or ethnicity data for making senior appointments (Schedule 1, Part 2 (9))</li><li>• For the purpose of complying with regulatory requirements relating to unlawful acts or dishonesty (Schedule 1 Part 2 (11 and 12))</li><li>• Preventing fraud (Schedule 1, Part 2 (14))</li><li>• Insurance (Schedule 1, Part 2 (20))</li><li>• Occupational pensions (Schedule 1, Part 2 (21))</li></ul> <p><b>Archiving, research and statistics (Art 9(2)(j))</b></p>
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<p>Isle of Man - Data Protection (Application of GDPR) Order 2018</p> <p>Isle of Man - GDPR and LED Implementing Regulations 2018</p>	<p>Text of GDPR as applied to the Island in Annex to 2018 Order</p> <p><b>Explicit Consent (Art 9(2)(a))</b> - for the processing of medical data and race and ethnicity data for the purposes of making senior appointments in the Island</p> <p><b>Employment law (Art 9(2)(b))</b> – obligations of controller in field of employment, social security and social protection law.</p> <p><b>Legitimate Activity (Art 9(2)(d))</b></p> <p><b>Legal claims (Art 9(2)(f))</b></p> <p><b>Substantial Public Interest (Art 9(2)(g)):-</b></p> <ul style="list-style-type: none"> <li>• GDPR and LED Implementing Regulations 2018 reg. 12(3):-</li> <li>• Necessary for reasons of substantial public interest (Schedule 2, Part 2 (5) and subject to the safeguards set out in Part 4 (30)):-</li> <li>• Necessary for the exercise of a function conferred on a person by an enactment (Schedule 2, Part 2 (6))</li> <li>• Preventing or detecting unlawful acts (Schedule 2, Part 2 (8) 2018 Regulations);Protecting the public against dishonesty etc. (Schedule 2, Part 2 (9))</li> <li>• Statutory purposes for the purposes of achieving the aims, laid down by law, of officially recognised religious associations (Para 55, DP (Application of GDPR) Order 2018)Equality of opportunity treatment – (Schedule 2, Part 7) – the processing is of a specified category of personal data and the existence or absence of equality or opportunity or treatment between groups of people specified in relation to that category with a view to enabling such equality to be promoted or maintained</li> <li>• Preventing fraud (Schedule 2, Part 11)</li> <li>• Occupational pensions (Schedule 2, Part 16)</li> </ul>
<p>The Data Protection (Jersey) Law 2018</p>	
<p>The Data Protection (General Provisions) (Bailiwick of Guernsey) Regulations 2018 (the “2018 Regulations”);</p>	

**Criminal Offence data (Article 10)**

<p>UKGDPR</p> <p>Data Protection Act 2018</p>	<p><b>Data Protection Act 2018 s 10(5) and Schedule 1:</b></p> <ul style="list-style-type: none"> <li>• Processing by not-for-profit bodies (Schedule 1, Part 3 (11))</li> <li>• Vital interest (Schedule 1, Part 3 (3))</li> <li>• Legal claims (Schedule 1, Part 3 (33))</li> <li>• Judicial acts (Schedule 1, Part 3 (34))</li> </ul> <p><b>Data Protection Act 2018, Schedule 1, Part 3 (36):</b></p> <ul style="list-style-type: none"> <li>• Necessary for the exercise of a function conferred on a person by an enactment/rule of law (schedule 1, Part 2 (6)) – sharing within the Church of England in order to provide information to e.g. an inquiry</li> <li>• Preventing or detecting unlawful acts (Schedule 1, Part 2 (10))</li> <li>• Protecting the public against dishonesty etc (Schedule 1, Part 2 (11))</li> <li>• For the purpose of complying with regulatory requirements relating to unlawful acts or dishonesty (Schedule 1 Part 2 (11 and 12))</li> <li>• Preventing fraud (Schedule 1, Part 2 (14))</li> </ul>
<p>Isle of Man - Data Protection (Application of GDPR) Order 2018</p> <p>Isle of Man - GDPR and LED Implementing Regulations 2018</p>	<p><b>Article 10</b></p> <ul style="list-style-type: none"> <li>• GDPR and LED Implementing Regulations 2018 reg. 12(5):-</li> <li>• Public Interest (Schedule 2, Part 2 (5); Part 4 (30))</li> <li>• Preventing or detecting unlawful acts (Schedule 2, Part 2 (8));</li> <li>• Protecting the public against dishonesty etc. (Schedule 2, Part 2 (9))</li> </ul>
<p>The Data Protection (Jersey) Law 2018</p>	
<p>The Data Protection (General Provisions) (Bailiwick of Guernsey) Regulations 2018 (the “2018 Regulations”)</p>	

### Data categories

- Name and title/s
- Marital status
- Gender
- Nationality
- Job title/position
- Dates (birth, ordination, education, death, licensed or commissioned etc)
- Contact information – work and personal (Addresses; phone numbers; email addresses)

- Honours
- Recruitment, employment and appointments
- Education and qualification details
- Training attendance/certification
- Emergency contact details
- Referees
- Pension Scheme membership and related pensions payments
- Salary, stipend and benefits data
- Licensing and authorisation of clergy data
- Diversity / demographic data
- Absence where not related to health/sickness (e.g. holiday, compassionate leave; childcare; maternity/paternity leave, long term service award etc.)

Special categories of information that may include:

- Race;
- Ethnic origin;
- Religion;
- Trade Union membership (in limited circumstances)
- Health/Sickness Absence;
- Sex life; or
- Sexual orientation
- Criminal allegations, proceedings or convictions, including DBS or other criminal records checks

#### **Data subjects**

- Prospective, current, retired and former Church Officers (see definition)
- Contractors
- Agency workers

#### **Document and media types**

- Recruitment and appointment documentation (application form, selection, contract, proof of identity, qualifications etc)
- Confidential declaration forms
- Clergy personal files (known as “Blue Files”)
- Employee Relations Case Management files (restricted)
- Statement of Particulars
- Ordinand selection and training files
- Professional safeguarding supervision reports
- Training records
- Minutes of meetings
- Correspondence, including letters, emails etc.
- Notes from telephone conversations



- Records of enquiries, advice sought or provided
- Records provided by the police or statutory agencies
- Images and audio - photographs, recordings of remote meetings via video calls (e.g. Zoom, Teams), either audio only, or audio and video

<b>Appendix B Legitimate Interests Assessment</b>
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<b>Department</b>	People Systems
<b>Processing Activity</b>	To process the data about clergy with authorisation to minister in the Channel Islands and the Isle of Man in to include relevant data in the public National Register of Clergy
<b>Date</b>	25/01/22 v1.1

<b>PURPOSE TEST</b>	<b>YES</b>	<b>NO</b>	<b>ADDITIONAL NOTES</b>
<p>1. Is there a specific reason for your processing? (Please give a short summary)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>To provide a single, reliable, up to date public register to enable anyone to check the bona fides of all clergy with licence or permission to officiate.</p> <p>The Church of England (Miscellaneous Provisions) Measure 2020 (2020 Measure) permitted the making of regulations for the production of a national register of all ordained, licensed clergy. Clergy in the Channel Islands and the Isle of Man are not covered by this legislation, which is not in force on the island jurisdictions, (see box 3 below for more details). Therefore, the purpose of this processing is to ensure ordained and licensed clergy in the Channel Islands and the Isle of Man can be included on the register. This will enable the public and others to check the bona fides of all ordained clergy and not exclude those on the Channel Islands or the Isle of Man.</p>
<p>2. Would there be an adverse impact (including to third parties) if the processing couldn't go ahead? (Please give a short summary)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The Register would not be complete and would not meet its stated objective which is a public list of all licensed clergy (e.g. bishops, priests and deacons) in the Church of England who are authorised to minister. If not all clergy who meet this definition are included, this might be seen as indicating they do are not authorised to minister, which is not the case,</p>
<p>3. Are you complying with other relevant laws, or industry codes of practice? (If yes, please list)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Partly. All other clergy are included on the Register under legal obligation which The Church of England (Miscellaneous Provisions) Measure 2020, which states that personal data regarding public ministry must be given to the Archbishops' Council for the purpose of providing a National Register of Ministry. <u>The National Ministry Register (Clergy) Regulations 2020</u> specifies the information to be provided and published but is not currently in force in the Channel Islands and the Diocese of Sodor and Man. These jurisdictions are not governed by Church of England legislation and must pass local legislation to enable</p>

			them to comply with these requirements. Such legislation has not yet been passed	
NECESSITY TEST		YES	NO	ADDITIONAL NOTES
4. Can you achieve the same purpose without the processing? (If 'Yes' then your processing may not be necessary)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		The purpose of having a complete Register cannot be achieved without inclusion of all authorised clergy i.e. it needs to include all relevant individuals. If it does not, unlicensed individuals could claim to be authorised/licensed and invent a reason as to why they have been excluded. Conversely, the exclusion of properly licensed clergy could wrongly imply impropriety.
5. Can you achieve the same purpose by processing less data? (If 'Yes' then review the data you are processing and reduce to just what is necessary for processing)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		The data is prescribed by section 2(3) of the 2020 Measure and r.2 of the 2020 Regulations. This is the minimum required achieve the purpose:  (a) the person's name and address, (b) the form of authority to exercise ministry which the person has, (c) the area, place or activity to which the authority relates, and (d) any limitation of time to which the authority is subject.
SPECIAL CATEGORIES TEST		YES	NO	ADDITIONAL NOTES
6. Is it special category data or criminal offence data? (If 'Yes', please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		It is a register of licensed clergy in the Church of England, and therefore reveals religious belief.
7. Is it data which people are likely to consider particularly 'private'? (If 'Yes', please summarise)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		No. Clergy have authorisation to act in public ministry, so should expect that the details provided are made public. In many cases this is already published by Dioceses on their own websites.
8. Are you processing data about children or vulnerable people? (If 'Yes', please specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
BALANCING TEST		YES	NO	ADDITIONAL NOTES
9. Did you collect the data from the data subject directly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		The data is provided by the Diocesan Bishop, The Archbishops of Canterbury and York, or any other officer in the Church of England specified under the 2020 Regulations.
10. Would the data subject reasonably	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Yes. The 2020 Measure and the 2020 Regulations apply to all other authorised clergy, so those in these specific island

expect your processing?			jurisdictions would reasonably expect to be included.
11. Are there any risks to the data subject's rights and freedoms?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No. The data that is published is limited to name, type of authorisation, diocese, area or place, and the Register is "search only". There is no access to the underlying database from which this data is drawn.
12. If Yes to question 11, have you adopted any safeguards to mitigate any risks?  (If 'Yes' please give a short summary)	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable.
13. Can you explain your processing to data subjects?  (Please give short summary)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The National Register is one of the recommendations in the 2017 Gibb Report into the case of the late Peter Ball, setting out necessary steps to ensure safeguarding in the Church is of the highest possible standard. The changes relate to Recommendation 11 (b):</p> <p><i>The Church should introduce arrangements for a national register of clergy with PTO.</i></p> <p>The Church of England has decided not to limit the register to clergy with PTO only, but to include all active licensed clergy. Having a single, reliable, up to date register will enable clergy, churchwardens, other church officers and members of the public to check the bona fides of all clergy with a licence to minister, including permission to officiate..</p>
14. Does your processing legitimately override the interests of the data subject and any risks to their rights or freedoms?  (If 'No' you may need to consider another lawful basis for processing)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The rights and freedoms of the data subject are not adversely affected by the Register, and it is in the interests of both the Church of England and authorised clergy to have a single list of all clergy authorised to minister.</p> <p>The Church of England will benefit from the People System, which delivers the National Register, that will help to maintain accurate information about clergy and share information more effectively; it will reduce bureaucracy and duplication, produce comprehensive and more accurate data, and enable the publication of more accurate ministry statistics.</p> <p>For clergy it will provide greater awareness and certainty. It will allow all ordained clergy with a licence to minister to ensure that their details are correct and up to date.</p> <p>For the public, it will provide greater security and reassurance that clergy whom</p>

			<p>they approach are properly authorised and licensed.</p> <p>For the Church more generally, it will provide greater understanding and accurate details of the ministry of all licensed clergy, including self-supporting clergy, clergy with PTO and clergy in chaplaincy roles.</p>
<b>DECISION</b>			
<b>Can you use legitimate interests for your processing?</b>			<b>Yes</b>

## Appendix C Data Protection Impact Assessment (DPIA)

### Section 4 – Review and Sign-Off

#### DPO Comments:

Although there overall risk rating is medium, there are a number of mitigations required from all Partner organisation to achieve this risk level. Partner Organisations must take responsibility for ensuring that they are compliant with the requirements of Information Sharing as outlined in the ISA, and are required to undertake necessary actions to mitigate risks in their organisations. If there any risks that cannot be mitigated this must be brought to the attention of the lead organisation.

#### Required Mitigations

#	Required Mitigation to achieve residual risk
1	Finalisation of the ISA, and Partner Organisations signing up to it.
2	Finalisation and publication of the HR Information Sharing Privacy Notice.
3	Each Partner Organisation should ensure that they have the appropriate controls in place to share and receive shared information.
4	Partner organisations should train their staff on keeping data secure and ensure all storage repositories, including for paper storage, are secure and only accessed by authorised individuals
5	At the time data sharing is required, each partner organisation must look to use the safest method of sharing that they have access to, or ensure that they provide suitably secure methods using appropriate software or applications, and train their staff to use them.
6	Each Partner Organisation should ensure that they have the appropriate controls in place to share information, and that the Partner Organisation that they are planning to share data with has equally appropriate controls in place for protecting the data being shared
7	Partners will receive additional training on data sharing, core groups will be reminded about what data sharing controls apply.
8	All Partners to monitor changes in practice or process and inform the Lead Signatory. The NCIs DPO and the CoE DPO network will monitor changes in the law. Updates will be issued to all partners when necessary.
9	All Partner organisation to ensure that the documents and agreements are shared with relevant individuals and that appropriate handover is done if senior officers leave the organisation; the NCIs will inform the HR, DSA, DPO and Communications networks.

#### Final Project Risk Rating (Mark relevant box)

**Note:** In the event of one or more the residual risks being identified as high, then this will automatically rate the whole project as a high risk and it may be submitted to the ICO for evaluation.

Risk level	Action	Tick here
Low Risk (2-6)	Project can proceed	

<b>Medium Risk (8)</b>	Minor actions are required before proceeding	<b>x</b>
<b>High Risk (12 - 16)</b>	Significant actions required may need to be submitted to the ICO for evaluation	

### Review - Sign Off


Position	Name	Date
NCIs Director of Data Services	Fraser McNish	24/01/22
NCIs Head of HR Operations	Simon Cook	24/01/22
NCIs Data Protection Officer	Madi McAllister	19/01/22

### Authorisation Levels

The DPIA must be signed off in Section 4 by the following roles according to the assigned risk level:

High Risk	Senior Information Risk Owner (SIRO) or in cases where Risks cannot be mitigated submitted to ICO for review or the project is terminated.
Low and Medium risk	Information Asset Owner(s)/ Project Manager

### DPIA – Approval and Final Sign Off

Position	Name	Signature	Date
Chief Operating Officer, Church of England Central Services (Lead Signatory)	Rosie Slater-Carr		15/03/22

## **People and HR Information Sharing - Privacy Notice**

This privacy notice is provided to explain what to expect when we share your personal information in accordance with the UK GDPR and Data Protection Act 2018, the EU GDPR, and relevant data protection legislation in the Isle of Man, Jersey and Guernsey.

### **Data controller**

The Data Controllers are the Partner Organisations that have signed up to the People and HR Information Sharing Agreement. This list is regularly revised to ensure that it is up to date. To obtain a full list please contact the relevant data controller using the contact details in Section 8 below.

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

Personal information is collected for the following purposes:

- 1.1 Ensuring and maintaining a single, accurate and up to date person record of potential, current and retired clergy across the Church for the purposes of:
  2. publishing a National Register of Clergy;
  3. publishing the Crockfords Clerical Directory; and
  4. workforce planning.
- 1.2 Recruiting the most suitable individuals to any position in the Church, and carrying out appropriate and proportionate pre-appointment checks to determine the suitability of any candidate, including checking the work history and confidential references from previous organisations; carrying out and renewing Disclosure and Barring Service checks, and where necessary carrying out risk assessments to fulfil the Church's safeguarding obligations;
- 1.3 Monitoring the inclusivity and diversity of the recruitment processes and appointments, and the selection and training of ordinands;
- 1.4 Ensuring appointments to senior leadership positions in the Church are inclusive and diverse;
- 1.5 Carrying out all functions relating to the full lifecycle of employment/appointment e.g. salary, pension, leave, retirement or other exit from the appointment or organisation;
- 1.6 Transferring records when appointment changes occur;
- 1.7 Administering Bishops' Advisory Panels for the selection of ordinands;
- 1.8 Enabling the payment of grants to dioceses to support ordinands;
- 1.10 Enabling and supporting the training of ordinands;
- 1.10 Enabling and supporting the training of senior leaders and clergy;
- 1.11 Enabling and supporting the provision of professional supervision by the National Safeguarding Team to persons with operational responsibility for safeguarding in Partners;
- 1.12 Supplying aggregated and anonymised data for long term research projects;
- 1.13 Establishing an accurate 'cradle to grave' people master data set to create a single person record which is derived from an aggregation of the data from multiple sources governed by the rules and standards, and which utilises a unique identifier to ensure



integrity for other systems to draw on and is the people master data source for the Church of England.

- 1.14 Maintaining a real-time and accurate representation of where clergy and other personnel are deployed and their posts or positions, and provide useful and reliable management information that will help us understand:
  - Who are active clergy – are they paid, unpaid, retired, or working elsewhere;
  - The profile of those being recruited and to track when they stay in ministry and for how long;
  - The trajectory of growth and its impact on housing, pensions and other services; and
  - The profile and numbers of those in other licensed ministries.
- 1.15 Providing efficient and effective systems to support standard and repeatable people and payroll administrative processes in the NCIs and across the wider Church (improving operational effectiveness and reducing spend on maintaining inefficient processes).
- 1.16 Liaison with internal and external advisers for the purpose of litigation, dispute resolution, judicial process or or to process information related to an insurance claim.
- 1.17 To monitor use of and support IT systems, to:
  - ensure that procedures, policies and contracts are adhered to;
  - comply with any legal or regulatory obligations;
  - prevent or detect unauthorised use of IT systems or criminal activities;
  - maintain the effective operation of IT systems.

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

The information we process for these purposes may include:

- Name and title/s
- Marital status
- Gender
- Nationality
- Job title/position
- Dates (birth, ordination, education, death, licensed or commissioned etc)
- Contact information – work and personal (addresses; phone numbers; email addresses)
- Honours
- Recruitment, employment and appointments
- Education and qualification details
- Training attendance/certification
- Emergency contact details
- Referees
- Pension Scheme membership and related pensions payments
- Salary, stipend and benefits data
- Licensing and authorisation of clergy data
- Diversity / demographic data
- Absence where not related to health/sickness (e.g. holiday, compassionate leave; childcare; maternity/paternity leave; long term service award etc.)

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

- Race
- Ethnic origin;
- Religion;
- Trade Union membership (in limited circumstances)
- Health/Sickness Absence;
- Sex life; or
- Sexual orientation

In addition we will process criminal offence data where required:

- Criminal allegations, proceedings or convictions, including DBS checks and other criminal records checks

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

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

#### 3.1 Personal data (see Section 2 above)

UKGDPR	<p><b>Consent – (Art 6(1)(a))</b> - for the processing of medical data and race and ethnicity data for the purposes of making senior appointments in the Isle of Man</p> <p><b>Contract (Art 6(1)(b))</b> – where processing is necessary to enter into an employment contract or other agreement for example, recruitment or post appointment data</p> <p><b>Contract – (Art 6(1)(b))</b> - where processing is necessary for the purpose of HR system development and maintenance by external contractors.</p> <p><b>Contract – (Art 6(1)(b))</b> - where processing is necessary to provide and undertake professional supervision as required by the employment contract of a person with operational responsibility for safeguarding in Partners.</p> <p><b>Public task – (Art 6(1)(e))</b> - necessary for the performance of a task carried out in the public interest or the exercising of official authority</p> <ul style="list-style-type: none"> <li>• The Church Dignitaries (Retirement) Rules 1986 r. 1(1)</li> <li>• The National Ministry Register (Clergy) Regulations 2020</li> <li>• The Ecclesiastical Offices (Terms of Service) Measure 2009</li> <li>• The Ecclesiastical Offices (Terms of Service) Regulations 2009 C4 – C12 and C18</li> <li>• Canon E6 “Of the licensing of readers”;</li> <li>• Canon E8 “Of the admission and licensing of lay workers”;</li> <li>• The Churchwardens Measure 2001;</li> </ul> <p><b>Legal obligation (Art 6(1)(c))</b></p> <ul style="list-style-type: none"> <li>• The Church Dignitaries (Retirement) Measure 1949</li> <li>• The Church of England (Miscellaneous Provisions) Measure 1992 section 11 (a formal notice of resignation and date)</li> <li>• The Church of England (Miscellaneous Provisions) Measure 2020 Section 2 National Ministry Register and the National Ministry Register (Clergy) Regulations 2020</li> <li>• The Ecclesiastical Offices (Terms of Service) Measure 2009</li> </ul>
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	<ul style="list-style-type: none"> <li>• The Ecclesiastical Offices (Terms of Service) Regulations 2009 - Ministerial Development Reviews (MDR) and continuing ministerial education – r. 18 and r 19</li> <li>• Episcopal Endowments and Stipends Measure 1943</li> <li>• Health &amp; Safety at Work etc. Act 1974 and related legislation</li> <li>• The Equality Act 2010</li> <li>• Various Employment, Pension, Trust and Tax legislation, regulation or codes of practice</li> </ul> <p><b>Legitimate Interest (Art 6(1)(f))</b> – the inclusion of clergy from the Isle of Man and Channel Islands in the National Clergy Register (<a href="#">Appendix B Legitimate Interests Assessment</a>)</p>
<p>Isle of Man - Data Protection (Application of GDPR) Order 2018</p> <p>Isle of Man- GDPR and LED Implementing Regulations 2018</p>	<p>Text of GDPR as applied to the Island in Annex to 2018 Order</p> <p><b>Consent (Art 6(1)(a))</b> - for the processing of medical data and race and ethnicity data for the purposes of making senior appointments in the Island</p> <p><b>Contract (Art 6(1)(b))</b></p> <p><b>Legal obligation (Art 6(1)(c))</b></p> <ul style="list-style-type: none"> <li>• The Church (Miscellaneous Provisions) (Isle of Man) Measure 1993 section 11 (a formal notice of resignation and date)</li> <li>• The Church (Miscellaneous Provisions) Measure (Isle of Man) 2021 Section 2 National Ministry Register</li> <li>• The Ecclesiastical Offices (Terms of Service) (Isle of Man) Measure 2012</li> <li>• The Ecclesiastical Offices (Terms of Service) (Isle of Man) Regulations 2012 - Ministerial Development Reviews (MDR) and continuing ministerial education – r. 18 and r 19</li> <li>• Health &amp; Safety at Work etc. Order 1998 and related legislation</li> <li>• The Equality Act 2017</li> </ul> <p><b>Public task (Art 6(1)(e))</b></p> <ul style="list-style-type: none"> <li>• The Ecclesiastical Offices (Terms of Service) (Isle of Man) Measure 2012</li> <li>• The Ecclesiastical Offices (Terms of Service) (Isle of Man) Regulations 2012 - Ministerial Development Reviews (MDR) and continuing ministerial education – r. 18 and r 19</li> <li>• C4 – C12 and C18</li> <li>• Canon E6 “Of the licensing of readers”;</li> <li>• Canon E8 “Of the admission and licensing of lay workers”;</li> <li>• The Churchwardens Measure (Isle of Man) 2013</li> </ul> <p><b>Legitimate Interest (Art 6(1)(f))</b></p>

### 3.2 Legitimate Interest Assessment (LIA) - National Register of Clergy (Isle of Man and Channel Islands)

Because we consider that we have a legitimate interest in processing your personal data, we have undertaken a Legitimate Interests Assessment which sets out why we consider such processing is justified.

See below for a summary of the LIA.

We have a specific purpose with a defined benefit.	To provide a single, reliable, up to date public register to enable anyone to check the credentials of all active licensed clergy, including those on the Channel Islands and the Isle of Man, who are authorised to minister, (including with a permission to officiate (PTO)).
The processing is necessary to achieve the defined benefit.	The purpose and benefits of the Register cannot be achieved without inclusion of all authorised clergy.  The Register will help to maintain accurate information about clergy, produce comprehensive and more accurate data, and will provide the public with a single source of information about authorised clergy and it will also assist the Church as regards the administration and management of all clergy.
The processing legitimately overrides the interests of the data subject and any risks to their rights or freedoms.	All clergy with a license to minister have authorisation to engage in public ministry, so should expect that the details provided are made public. The publication of their credentials on the Register does not adversely affect their rights and freedoms. It is in the interests of the Church of England, authorised clergy and the general public to have a single public list of all clergy authorised to minister.

For a copy of the full Legitimate Interest Assessment, please contact us using the details provided in Section 8 below.

### 3.2 Special category data (see Section 2 above)

UKGDPR	<p><b>Explicit Consent (Art 9(2)(a))</b> - for the processing of medical data and race and ethnicity data for the purposes of making senior appointments in the Isle of Man</p> <p><b>Employment law (Art 9(2)(b))</b> – obligations of controller in field of employment law</p> <p><b>Legitimate activity (Art 9(2)(d))</b> – processing is carried out in the course of legitimate activities of the Church with appropriate safeguards</p> <p><b>Legal claims (Art 9(2)(f))</b> - where processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity</p> <p><b>Substantial Public Interest (Art 9(2)(g)):</b></p> <p><b>Data Protection Act 2018 s. 10(3) and Schedule 1:</b></p> <ul style="list-style-type: none"> <li>• Necessary for the exercise of a function conferred on a person by an enactment/rule of law (Schedule 1, Part 2 (6)) – sharing within the Church of England in order to provide information to e.g. an inquiry</li> <li>• Preventing or detecting unlawful acts (Schedule 1, Part 2 (10))</li> <li>• Protecting the public against dishonesty etc. (Schedule 1, Part 2 (11))</li> <li>• Insurance (Schedule 1, Part 2 (20))</li> </ul>
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	<ul style="list-style-type: none"> <li>• Statutory purposes for the purposes of achieving the aims, laid down by law, of officially recognised religious associations (Schedule 1, Part 2 (6); UKGDPR Recital 55)</li> <li>• Equality of opportunity or treatment - processing of diversity data for monitoring purposes (Schedule 1, Part 2 (8) and (9))</li> <li>• Equality of opportunity or treatment – processing of racial or ethnicity data for making senior appointments (Schedule 1, Part 2 (9))</li> <li>• For the purpose of complying with regulatory requirements relating to unlawful acts or dishonesty (Schedule 1 Part 2 (11 and 12))</li> <li>• Preventing fraud (Schedule 1, Part 2 (14))</li> <li>• Insurance (Schedule 1, Part 2 (20))</li> <li>• Occupational pensions (Schedule 1, Part 2 (21))</li> </ul> <p><b>Archiving, research and statistics (Art 9(2)(j))</b></p>
<p>Isle of Man - Data Protection (Application of GDPR) Order 2018</p> <p>Isle of Man - GDPR and LED Implementing Regulations 2018</p>	<p>Text of GDPR as applied to the Island in Annex to 2018 Order</p> <p><b>Explicit Consent (Art 9(2)(a))</b> - for the processing of medical data and race and ethnicity data for the purposes of making senior appointments in the Island</p> <p><b>Employment law (Art 9(2)(b))</b> – obligations of controller in field of employment, social security and social protection law.</p> <p><b>Legitimate Activity (Art 9(2)(d))</b></p> <p><b>Legal claims (Art 9(2)(f))</b></p> <p><b>Substantial Public Interest (Art 9(2)(g)):-</b></p> <ul style="list-style-type: none"> <li>• GDPR and LED Implementing Regulations 2018 reg. 12(3):-</li> <li>• Necessary for reasons of substantial public interest (Schedule 2, Part 2 (5) and subject to the safeguards set out in Part 4 (30)):-</li> <li>• Necessary for the exercise of a function conferred on a person by an enactment (Schedule 2, Part 2 (6))</li> <li>• Preventing or detecting unlawful acts (Schedule 2, Part 2 (8) 2018 Regulations);Protecting the public against dishonesty etc. (Schedule 2, Part 2 (9))</li> <li>• Statutory purposes for the purposes of achieving the aims, laid down by law, of officially recognised religious associations (Para 55, DP (Application of GDPR) Order 2018)Equality of opportunity treatment – (Schedule 2, Part 7) – the processing is of a specified category of personal data and the existence or absence of equality or opportunity or treatment between groups of people specified in relation to that category with a view to enabling such equality to be promoted or maintained</li> <li>• Preventing fraud (Schedule 2, Part 11)</li> <li>• Occupational pensions (Schedule 2, Part 16)</li> </ul>

### 3.3 Criminal Offence data

UKGDPR	<p><b>Data Protection Act 2018 s 10(5) and Schedule 1:</b></p> <ul style="list-style-type: none"> <li>• Processing by not-for-profit bodies (Schedule 1, Part 3 (11))</li> <li>• Vital interest (Schedule 1, Part 3 (3))</li> <li>• Legal claims (Schedule 1, Part 3 (33))</li> <li>• Judicial acts (Schedule 1, Part 3 (34))</li> </ul>
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	<p><b>Data Protection Act 2018, Schedule 1, Part 3 (36):</b></p> <ul style="list-style-type: none"> <li>• Necessary for the exercise of a function conferred on a person by an enactment/rule of law (schedule 1, Part 2 (6)) – sharing within the Church of England in order to provide information to e.g. an inquiry</li> <li>• Preventing or detecting unlawful acts (Schedule 1, Part 2 (10))</li> <li>• Protecting the public against dishonesty etc (Schedule 1, Part 2 (11))</li> <li>• For the purpose of complying with regulatory requirements relating to unlawful acts or dishonesty (Schedule 1 Part 2 (11 and 12))</li> </ul> <p>Preventing fraud (Schedule 1, Part 2 (14))</p>
<p>Isle of Man - Data Protection (Application of GDPR) Order 2018</p> <p>Isle of Man- GDPR and LED Implementing Regulations 2018</p>	<p><b>Article 10</b></p> <ul style="list-style-type: none"> <li>• GDPR and LED Implementing Regulations 2018 reg. 12(5):-</li> <li>• Public Interest (Schedule 2, Part 2 (5); Part 4 (30))</li> <li>• Preventing or detecting unlawful acts (Schedule 2, Part 2 (8)); Protecting the public against dishonesty etc. (Schedule 2, Part 2 (9))</li> </ul>

#### 4. Who we collect from:

We collect your information from:

- You the data subject
- Your Bishop or Archbishop
- Your Church of England records
- Partner Organisations

#### 5. Your data will be transferred outside the UK

Your personal data may be transferred between the UK, the Isle of Man, the Channel Islands and the European Union, and is protected by adequacy arrangements with those jurisdictions.

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

The information will be retained in accordance with the purpose for which it is used, please contact the relevant Partner Organisation to obtain a copy of their retention schedule.

#### 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 withdraw your consent at any time (if applicable);
- 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 (if applicable);

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

To exercise these rights, please contact the data controller using the contact information provided below.

#### **8. Complaints or concerns:**

If you have any queries regarding this processing activity, in the first instance please contact the relevant data controller using the contact information below.

**<insert email address and other contact details>**

You have the right to make a complaint at any time to:

UK - Information Commissioner's Office (ICO) online at:


[Your personal information concerns | ICO](#), or by phone on 0303 123 1113 (local rate).

Sodor & Man - Isle of Man Information Commissioner 01624 693 260

<insert details for Jersey, Guernsey, Brussels>

**Appendix E Signatories**

Lead Signatory – Rosie Slater-Carr, Chief Operating Officer, Church of England Central Services (ChECS)



Rosie Slater-Carr