



## Privacy Notices – Management of DATA within the Diocese of Plymouth

**UK General Data Protection Regulation (GDPR) and DATA Protection Act (DPA) 2018.**

### INTRODUCTION

This notice is issued as part of our requirement under the GDPR. Historically we have managed personal data by consent and in most cases, this will continue to be our lawful reason, the other being as part of the legitimate interest of the Diocese for doing so. We also hold information for purposes such as Gift Aid, Health and Safety or Safeguarding where there is a legal obligation on us to do so.

This notice sets out the legal basis for managing and retaining your personal data and is provided as an introduction to DATA privacy within the Diocese of Plymouth. For more detailed information you should refer to Diocesan Policy which is accessible via the Data Protection Manager [dpm@prcdtr.org.uk](mailto:dpm@prcdtr.org.uk) or from the Diocesan website.

### WHAT WE DO

The Diocese of Plymouth (Plymouth Diocesan Trust) is a registered charity (Charity number 213227) whose aim is the advancement and maintenance of the Roman Catholic religion in the Diocese of Plymouth. the provision of religious services. the education and training of priests. the provision and maintenance of churches, presbyteries, and schools. the maintenance and support of priests, the poor and others.

In most circumstances the information we hold will have been provided by yourself and by consent. In other cases such as safeguarding where lawful purpose is the legitimate interest of the Diocese and its duty to protect those with whom we come into contact with. We do not share data for the purpose of third-party marketing we do however share data where there is a legal requirement for us to do so, this would include organisations such as Her Majesty's Revenue and Customs, the Health, and Safety Executive and with statutory organisations for the purposes of safeguarding. We may also share data with other organisations where there is a requirement to protect the young and vulnerable or where required to do so as part of a canonical process.

### HOW WE PROCESS YOUR DATA

Your DATA may be held in either paper or electronic form, in all cases it will be kept securely and used only for the purpose for which it was provided this may include keeping you updated on parish and diocesan activities, gift aid, managing attendance at events. If you apply for ministry in what is deemed to be regulated activity, then you may be required to complete a disclosure and barring service check (DBS). If you have any query as to how your DATA would be managed in a particular circumstance, then please do not hesitate to contact us.

## **RIGHTS**

Under the GDPR you have several rights these include a right of access to the information we hold on you, a right to rectify any errors in the DATA we hold, a right to have your DATA removed a right to restrict processing and a right to data portability.

You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or Data Protection Act regarding your personal data.

Full details of our privacy policy can be found on the Diocesan Website

<http://www.plymouth-diocese.org.uk/wp-content/uploads/2019/04/Privacy-Policy-for-Website.pdf>

## **WHO TO CONTACT IF YOU HAVE ANY CONCERNS**

Should you have any concerns or wish to discuss any aspect of Data Protection Management in the Diocesan then in the first instance please contact [dpm@prcdtr.org.uk](mailto:dpm@prcdtr.org.uk) or phone 01364 645431

You can also complain directly to the Office for the Information Commissioner

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

Helpline: [0303 123 1113](tel:03031231113)

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

View the [Information Commissioner's website](#)