

Guildford Diocesan Board of Finance Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

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Contact details

Post

Guildford Diocesan Board Of Finance, Church House Guildford, Stag Hill, GUILDFORD, Surrey, GU2 7UP, GB

Telephone

01483 790379

Email

If you want to make changes to your personal data:

Safeguarding@cofeguildford.org.uk

If you want to make a complaint contact our Data Protection Officer:

Kate.Darwent@cofeguildford.org.uk

What information we collect, use, and why

We collect or use the following personal information **for the prevention, detection, investigation or prosecution of crimes and for dealing with queries, complaints or claims:**

- Names and contact details
- Address
- Witness statements and contact details
- Details of safeguarding concern or incident

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [You can read more about this right here.](#)
- **Your right to rectification** - You have the right (under certain circumstances) to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [You can read more about this right here.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [You can read more about this right here.](#)

- **Your right to object to processing** - You have the right (under certain circumstances) to object to the processing of your personal data. [You can read more about this right here.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information is to perform a specific task in the public interest that is set out in law, namely the safeguarding of individuals.

Collecting special category data

Our lawful basis for processing special category data is for reasons of substantial public interest. Specifically, we meet the following substantial public interest conditions:

- Safeguarding of children and individuals at risk
- Preventing or detecting unlawful acts

Where we get personal information from

- Directly from you
- Family members or carers

How long we keep information

For information on how long we keep personal information, see our retention schedule at:

[BCS-RETENTION SCHEDULE-SAFEGUARDING FUNCTION-V2.1 \(1\).xlsx](#)

Who we share information with

Others we share personal information with

- Organisations we need to share information with for safeguarding reasons – Children Social Services, Adult Social Services, Mental Health Services, Domestic Abuse Services, Local Authority Designated Officer (LADO), Probation Services.
- Emergency services – Police.

How to complain

If you have any concerns about our use of your personal data, you can contact our Data Protection Officer:

Kate.Darwent@cofeguildford.org.uk

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

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

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated

21 March 2025