

This policy sets out when, how and why we collect personal data¹ about people who come into contact with the Diocese². The policy explains how your data is used, how it is kept secure and the reasons we may disclose your data to third parties. Your rights are explained and information is given on how to get more detail.

The Diocese reserves the right to change this policy and then update this privacy statement.

Lancaster Diocese covers the whole of Cumbria and Lancashire North of the River Ribble. The umbrella of the Diocese covers:

Parishes	Chancery
Safeguarding	Tribunal
Youth Service	Education Service
Vocations	New Evangelisation
Finance	Property
Christian Unity	Faith & Justice
Communications	Press
Lourdes Pilgrimages	

When is data collected from you?

We collect data from you for various reasons: requests for the initial receipt of the Sacraments, when you make gift aided donations, employment, supply chain, voluntary work, bereavement, appointment to an official Diocesan role, pilgrimage participation or other such visits/days out, safeguarding, references. The amount and type of data varies in line with the reason. Your consent is given to us to process and store your data.

What Data is Collected?

This is dictated by the reason we need it. Data may be collected electronically or in paper form and could include:

Personal Information	Contact Details
Medical History	Financial Details
Identification Details	Address History
Employment History	Commercial Data
Special Categories of Personal Data.	

How Do We Use Your Data?

Data is collected at Baptism, Confirmation, Marriage and Death. The information is recorded in registers.

Employment and Inland Revenue purposes. Safeguarding. Commercial and service supplies.

Some data retention periods are governed by legislation. Those that are not are controlled by the Diocesan Retention Policy.

Who Has Access to Your Data?

Diocesan Officials, Employees and Volunteers may have access to your data. It is dependant upon the reason we hold your data. Only those people who need access to your data will access it. There may be occasions when we are obliged to share data with other third parties.

Your Rights.

To be informed	To have access
To rectify incorrect data	
To restrict processing	
To erase data that is no longer required	

Data protection Principals

Data is processed fairly, lawfully and in a transparent manner.

Data is collected for the specific purposes about which we have informed the data subject and not used for any other purpose.

Data is adequate, relevant and linked to what is necessary to achieve our stated purpose.

Data is accurate and where necessary kept up to date.

Data is kept in a form which permits identification of data subjects for no longer than is necessary to achieve our stated purpose.

Data is kept safe and secure. This includes protecting the data against unauthorised processing and accidental loss, destruction or damage.

Access to Your Own Data

Requests may be made through a parish or the relevant Diocesan Office. The request may then be passed to the Data Protection Officer.

Transferring Data to Countries Outside the EEA.

When this is necessary every precaution will be taken to ensure security, privacy and rights.

This Policy is under regular review.

¹ Data covers all information regardless of how it is gathered and stored.

² The Term Diocese covers all Parishes and Commissions that are under the Diocese's registered Charity No.234331