

Diocese of Derby Recruitment Privacy Notice

Data Controller

The data controller is the entity responsible for deciding how your personal data is processed and for what purposes. This could be a diocesan body, diocesan secretary, the diocesan bishop, or the Parochial Church Council (PCC), depending on the role.

Purpose of Data Collection

Personal data is collected to:

- Facilitate the recruitment process.
- Ensure compliance with legal obligations.
- Conduct necessary background checks, including criminal records checks.
- Monitor diversity and promote equality of opportunity.

Types of Data Collected

The types of personal data collected may include:

- Contact details (name, address, email, phone number).
- Employment history and qualifications.
- References and interview notes.
- Criminal records and safeguarding information.
- Diversity monitoring data (e.g., gender, ethnicity).

Legal Basis for Processing

The Church of England processes personal data based on:

- Consent (where applicable).
- Legal obligations.
- Legitimate interests (e.g., ensuring a safe environment for children and vulnerable adults).

Data Sharing

Personal data may be shared with:

- Relevant Church bodies and committees.
- External service providers (e.g., for background checks).
- Regulatory authorities (if required by law).

Data Retention

Personal data will be retained for as long as necessary to fulfill the purposes for which it was collected, in accordance with legal and regulatory requirements.

Your Rights:

You have the right to:

- Access your personal data.
- Request correction of inaccurate data.
- Request deletion of your data (subject to certain conditions).
- Object to or restrict processing of your data.
- Withdraw consent (where processing is based on consent).

For more detailed information, you can refer to the [National Church Institutions privacy notice\[1\]](#).