

SPECIAL VISITATION OF WELLS CATHEDRAL

Privacy Notice

This privacy notice explains why and how personal data is used and managed for the Special Visitation of Wells Cathedral, and your rights with respect to that data.

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in my possession or likely to come into such possession. The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, (the “DPA 2018”).

The Bishop of Bath and Wells is the data controller for the purposes of the Special Visitation, which means that they decide how your personal data is processed and for what purposes.

The Special Visitation Panel

The members of the Special Visitation Panel act as commissaries. The Panel is led by The Right Reverend Tim Stevens CBE, assisted by The Reverend Canon Doctor Victoria Johnson and Doctor Hilary Lines. The Reverend Prebendary Stephen Lynas is Clerk to the Special Visitation Panel.

The Panel may be contacted:

By Email: bishops.visitation@bathwells.anglican.org

By letter: The Special Visitation Panel, The Bishops’ Office,
The Palace, Wells, Somerset, BA5 2PD

The Bishop of Bath and Wells

The Bishop of Bath and Wells may be contacted at:

The Bishops’ Office, The Palace, Wells, Somerset, BA5 2PD

The information the Special Visitation Panel may process

The types of information the Special Visitation Panel may process include:

- Name
- Title
- Marital Status
- Gender
- Nationality
- Job title/Office/position
- Contact information (email and postal addresses where provided)
- Employment, offices and appointments
- Education details
- Training attendance/certification
- Human Resources records (including disciplinary records, risk assessments, confidential declaration forms, safer recruitment information e.g. DBS checks)

The Special Visitation Panel may also process “special categories” of information such as:

- Race, ethnic origin
- Religion
- Politics
- Health
- Sex life or sexual orientation
- Criminal allegations, proceedings or convictions

The Special Visitation Panel may process information about:

- Current, former, retired, and prospective clergy
- Current and former employees
- Current and former Chapter members, volunteers and members of the congregation
- Individuals who have raised complaints, concerns, or allegations, including allegations of abuse and/or witnesses to those complaints, concerns, or allegations
- Individuals whose safety has been put at risk
- Current and former professional advisers and consultants
- Current and former members of the Wells Cathedral choir
- Current and former staff of Wells Cathedral School in relation to Wells Cathedral choir
- Complaints of misconduct or incompetence

Information may be gathered by the Special Visitation Panel from a number of sources including from:

- Interviews and conversations with contributors and witnesses (notes will be taken)
- Emails and letters from contributors and witnesses. If you contact the Special Visitation Panel we will retain any personal data you provide to us, and we may use it to contact you about the work of the Special Visitation. We may also use the personal data to assist us with our work
- Minutes or Notes of meetings
- Records of any enquiries, advice sought or provided
- Notifications to external bodies e.g. local authorities, Charity Commission etc
- HR, governance and safeguarding files

Lawful bases for processing personal information

The Special Visitation Panel's "lawful basis" for processing personal data as defined by the UK GDPR, is that the information being collected is necessary to fulfil the Articles of Enquiry of the Special Visitation, which is a public task that is carried out in the public interest or in the exercise of official authority vested in the data controller.

The Special Visitation is being undertaken in discharge of the Bishop of Bath and Wells' role and chief pastor of the Diocese and Visitor of Wells Cathedral in accordance with the Cathedrals Measure 1999.

The Special Visitation Panel will need to process personal data to undertake investigations during the Special Visitation, in order that the Bishop may make any necessary guidance, recommendations, formal determinations and directions which in their opinion better serve the due observance of the Wells Cathedral's Constitution and Statutes.

Special category data

The Special Visitation Panel may also need to use information termed as "special category" above in the course of their work for the Special Visitation. The law provides additional protections for this

information, and we are required to fulfil an additional condition before using this information. The additional condition relied upon is that the information is necessary in order that the Special Visitation Panel can carry out the function that has been conferred on them by an enactment or rule of law.

The purposes the information is used for is also considered to be in the substantial public interest, which includes when the information is used for:

- the protection of members of the public generally against improper conduct;
- any failures in connection with the Cathedral's activities,
- for safeguarding purposes
- to ensure equality of opportunity or treatment.

Sharing your information

All personal data provided will be treated as strictly confidential to the Special Visitation Panel, the Bishop of Bath and Wells and the Bishop of Taunton. The Special Visitation Panel will use the personal data it gathers to draft a report containing its findings for submission to the Bishop of Bath and Wells and the Bishop of Taunton. The Special Visitation Panel will anonymise the identity of individuals in this report.

You have the right to withdraw your consent at any time prior to the information being shared.

The report will be confidential to the Bishop of Bath and Wells and the Bishop of Taunton. However, they may be obliged to share the information they receive with bodies including

- The Church Commissioners
- The Charity Commission
- The National Safeguarding Team
- Parties and individuals involved in or connected with legal claims, inquiries, reviews and dispute resolution (including mediation and arbitration)
- regulatory and statutory bodies
- governance bodies and committees
- charitable, religious and voluntary organisations
- law enforcement and prosecuting authorities
- courts and tribunals and providers of legal services
- members of the judiciary
- statutory, public, regulatory or other legal or independent reviews or inquiries, including any "lessons learned" reviews.

The Bishops will use the Special Visitation Panel's report to prepare a determination and Charge, which will be published and publicly available. Special category personal data will only be shared with third parties where there is a legal basis for doing so, including where it is in the substantial public interest to do so – for example if there is a risk of harm to a child or vulnerable adult.

Safeguarding matters will be referred to the Diocesan Safeguarding Manager, Ben Goodhind.

How long does the data controller keep your information

Personal data will be retained securely by the Special Visitation Panel during its work, and then returned to the Bishop of Bath and Wells for his office to hold for a reasonable period in

accordance with legal obligations relating to retention and disposal of records. Where there is no legal obligation or requirement to retain personal data, it will be deleted.

Information Security

The Bishop of Bath and Wells and the Special Visitation Panel are committed to ensuring that your personal data is secure. Access to data is restricted to a need to know basis. If a data breach does occur, we will do everything in our power to limit the damage. Depending on the circumstances, we will inform you about the breach and any remedial actions to prevent any further damage. We will also inform the Information Commissioner's Office of any qualifying data breaches.

International transfers and automated processing

If the Special Visitation Panel needs to share your information outside of the UK (typically where computer systems used to store information use servers outside of the UK), we will ensure that all necessary safeguards are in place to protect your information. The Special Visitation Panel will not make any decisions based on solely automated processing.

Your rights

You have the following rights regarding your personal data, subject to exemptions:

- The right to request a copy of your personal data
- The right to rectify your data if you think it is inaccurate or incomplete
- The right to request that your data being erased, in certain circumstances
- The right to restrict processing of your data, in certain circumstances
- The right to request that we transfer your data to you or another organisation, in certain circumstances
- The right to object to our processing of your data if the process forms part of our public tasks, or is in our legitimate interests

To exercise these rights please contact the Special Visitation Panel using the contact details above.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing

Complaints or concerns

To exercise all relevant rights, queries or complaints please contact The Bishops' Office, The Palace, Wells, Somerset, BA5 2PD.

You have the right to make a complaint at any time to the Information Commissioner by contacting the Information Commissioner's Office:

Via the ICO website: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns>

By Telephone: 0303 123 1113