

Guidance on Diocesan Safeguarding Data Protection/Privacy Guidelines



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For the avoidance of doubt, the Safeguarding Office is subject to the general **Privacy Notice for the Diocese of Down and Connor**.

The following is intended to provide additional information in a safeguarding context about how we use and protect the information that we hold about you. This is not intended to replace or amend the general **Privacy Notice for the Diocese of Down and Connor**.

What personal data do we hold about you?

We hold basic information about who you are, what your contact details are and details of your family and social circumstances. We may also collect a “special category” of data which means sensitive data like information about your ethnicity, religious beliefs, sexual orientation or sexual life, information about physical or mental health, political beliefs etc. Due to the nature of the work we undertake as the Safeguarding Office, we may process this kind of sensitive information where it is relevant to our work. For example, in disclosing an allegation of abuse, you may share sensitive information with us.

How do we process your personal data?

The Safeguarding Office complies with its obligations under the **Data Protection Act 2018** (and any other applicable data protection laws) by adhering to the following;

- Keeping personal information up to date.
- Storing and destroying it securely.
- Not collecting or retaining excessive amounts of personal information.
- Protecting personal information from loss, misuse, unauthorised access and disclosure.

- Ensuring that appropriate organisational and technical measures are in place to protect your personal information.

How is your personal data used?

We will only use your personal data when we have a lawful reason to do so or where you have provided your consent. For example, your personal data may be used:

- To gather information about allegations, suspicions and concerns of child, young person or adult abuse made against any volunteers.
- To provide an outreach and support service if you, or a member of your family has been abused by clergy, or others working on behalf of the Diocese.
- To enable you to make a complaint about child, young person or adult abuse.
- To help you to access counselling and other services.
- To take steps to address complaints of child, young person or adult abuse, including reporting such complaints to the relevant authorities (Social Services, PSNI), and taking action to prevent harm to children, young people or adults at risk.
- To allow a support person to provide help and assistance to those who are in the process of making a complaint about child, young person or adult abuse, such as assistance in accessing counselling services or other services.

When can we share your personal data?

Your personal information will be treated as strictly confidential and may only be shared:

- Internally within the Safeguarding Office, amongst our employees and consultants who are subject to a contractual duty of confidentiality.

- Where we become aware of an alleged offence we are under a legal obligation to report this to the PSNI/ Social Services, even if you or the affected individual withdraws the complaint.
- Where it is necessary to protect you, or a child, young person or an adult at risk from physical, mental or emotional harm.
- With the Diocesan Safeguarding Advisory Panel, the members of which are subject to a duty of confidentiality.
- The Diocesan Safeguarding Committee does not have access to personal data, they do have access to parish data (not personal data) for audit purposes.
- We may share anonymised, statistical data, from which you cannot be identified with the **National Board for Safeguarding Children in the Catholic Church in Ireland**, for audit purposes and with the Diocese to enable them to report to **Charity Commission for Northern Ireland** in furtherance of its duty as a charity to report serious incidents.

We always aim to work together in a collaborative way with anyone who is reporting a child, young person or adult at risk abuse complaint. Due to our legal obligations, however, we may have to share information that you have provided to us with third parties without your consent.

How long do we keep your personal data?

We keep personal information in accordance with the guidance provided by the Diocese of Down and Connor, and in accordance with our legal obligations.

If you require more information on this, please contact us using the details in the **General Privacy Notice for the Diocese of Down and Connor**.

What rights do you have to your personal data?

You have the right to be informed that your information is being processed and to request a copy. You have the right to request that your personal information is rectified if it is out of date or inaccurate and where there is a dispute in relation to the accuracy or processing of your personal information, to request a restriction is placed on further processing. You can request that your personal data is erased when there is no compelling reason for the Safeguarding Office to continue to process the information and you have the right to withdraw your consent to the processing at any time.

It is important to note that there are exceptions to the above rights. If we are not able to comply with a request from you in relation to one of the rights above, we will write to you to explain the legal reasons why we are unable to do so.

The Diocesan Data Protection Officer's role is to ensure that the Diocese processes the personal data of all Church personnel, volunteers and parishioners who engage in Church activities in compliance with applicable data protection legislation and regulations.

If you have a query with any aspect of how your personal information is being processed, please contact: Diocesan Data Protection Officer

Email: **dataprotection@downandconnor.org**

You can contact the **Information Commissioners Office**

If you have any queries or require more information please see the general Privacy Notice for the Diocese of Down and Connor.

USEFUL RESOURCES

- **Data Protection Act 2018**
- **General Privacy Notice for the Diocese of Down and Connor**
- **Down and Connor Safeguarding Office Privacy Notice**
- **Information Commissioners Office**