

Privacy Notice – Vacancy in See Consultation (Diocese of Guildford)

1. Who we are

The Diocese of Guildford is the data controller for this consultation which is part of the Vacancy in See process to inform the development of the Statement of Needs for the appointment of a new Bishop.

2. Purpose of this consultation

We are gathering views from people connected with the Church of England within the Diocese of Guildford, and from others who wish to contribute.

The purpose is to:

- Understand experiences of living and worshipping in the Diocese
- Gather views and aspirations for the future
- Inform the drafting of the Statement of Needs, which will be shared with prospective candidates

3. What information we collect

We collect:

- Your responses to consultation questions (your opinions and views)
- Optional demographic information, including:
 - Age range
 - Ethnicity
 - Local authority borough

This information is used to help us understand whether responses reflect the diversity of our churches and communities.

We do not require identifying information such as your name or contact details.

We do not seek to collect special category personal data beyond optional, high-level demographic information (such as ethnicity), which is used solely for statistical purposes.

4. Lawful basis for processing

We process your data on the basis that:

- It is necessary for the performance of a task carried out in the public interest (Article 6(1)(e) UK GDPR), namely supporting the preparation of the Statement of Needs as part of the Vacancy in See process. While conducting a consultation is discretionary, it is an established and proportionate method of ensuring that the Statement is informed by the views of the Diocese.
- You are voluntarily providing your information for this purpose

5. How your information will be used

Your data will be used to:

- Analyse themes and trends in responses
- Assess representation across demographics
- Inform the Statement of Needs

Your individual responses will not be used to make decisions about you personally.

6. How long we keep your data

Your data will be retained for the duration of the consultation and analysis period. Following this it will be securely destroyed.

7. Who we share your information with

Your information will be accessed by those involved in:

- Administering the consultation
- Analysing the responses
- Drafting the Statement of Needs

This may include trusted service providers (such as survey platforms or data processors) acting on our behalf.

Outputs from the consultation (e.g. reports) will present findings in aggregate form so that individuals cannot be identified.

8. How we keep your data safe

We take appropriate technical and organisational measures to protect your personal data, including:

- Secure storage systems
- Controlled access to data
- Limiting use to the purposes outlined above

9. Your rights

Under UK data protection law, you have rights including:

- The right to access your personal data
- The right to request correction of inaccurate data
- The right to request deletion of your data (where applicable)
- The right to object to processing
- The right to restrict processing

However please note as we do not collect identifying information, we do not anticipate being able to link responses to individuals. This may affect our ability to fulfil certain data rights requests.

10. Contact details

If you have any questions about how your data is used, or wish to exercise your rights, please contact the Diocesan Data Protection Officer:

data.protection@cofeguildford.org.uk 01483 790303.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

[Make a complaint | ICO](#) 0303 123 1113