

# THE TRUSTEES OF THE DIOCESE OF [ENTER NAME]

## HOW WE PROCESS YOUR PERSONAL INFORMATION

[ENTER  
DIOCESAN  
LOGO]



This is a summary of how the Trustees of The Diocese OF [ENTER NAME] (the **Diocese**) (the **Trustees** or **we**) obtain, store, use and share your personal information when you contact us to report abuse within the Diocese.

The Trustees' detailed privacy notice is available at [ENTER LINK]. Alternatively, you can ask us to send you a copy.



Who are we?

We are the Trustees of the Diocese. This summary explains our role as a data controller when we use your personal information in order to act on your report.



We **do not** carry out any automated decision making or profiling.



What data do we process?

We process data including your name and contact details, and other personal information that you or others share with us which is relevant to your report.



Whose data do we process?

We collect and process personal information about you when you report abuse to us.

We may also receive personal information about you from others when we investigate your report..



Who do we share your data with?

If you report abuse to us, we will handle the information sensitively, but we cannot guarantee confidentiality. For example, we may need to share information with other Catholic bodies if we discover the Diocese is not responsible for the individual(s) involved.

Otherwise, we will not share your personal information unless you have agreed or we have a legal obligation to share, which may include sharing data with the police, another law enforcement agency or a court if they request it, or with the Charity Commission, our insurers, brokers and/or legal advisors if you make a complaint or claim against the Diocese.



How long do we keep data for?

We may need to keep your information for a long time, e.g. if you report abuse involving a priest, we may keep at least some of the information for 85 years or their death.

We determine how long we keep data based on whether we need it to maintain records, to keep people safe; to report to statutory agencies; to comply with legal, contractual or regulatory requirements and/or in connection with legal claims. For more information, see our detailed Privacy Notice.



Why do we process data?

We process your personal information so that we can look into and respond to your report, and comply with our legal and safeguarding obligations (e.g. reporting to the statutory authorities).



## What our legal grounds for processing?

### Legal obligations

We process your personal information so that we can comply with various legal obligations, including complying with relevant legislation and regulations.



### Legitimate interests

Processing your personal information may be in the Diocese's legitimate interests in ensuring all reports are acted on and everyone engaging with the Diocese is safe.



### Public interest

It may be in the substantial public interest for us to process your personal information. This includes preventing/detecting unlawful acts or improper conduct and establishing, exercising or defending legal claims.

Sometimes, we may ask you to give us your explicit consent to our further use of your information.



## What rights do you have?

Under the UK's data protection laws, you have a number of rights in respect of the processing of your personal information.

These include the right to object to the processing of your personal information, the right to request access to your personal information and the right to request that any mistakes in your personal information are corrected.

Our Privacy Notice sets out more details about each of your rights.

You can find out more about your rights under the UK's data protection laws at [www.ico.org.uk](http://www.ico.org.uk).



## How can you contact us?



Please contact us if you have any questions about this data protection summary, the Trustees' detailed privacy notice or the information we hold about you.



[enter email address]



[enter phone number]



[enter address]



The Information Commissioner's Office (ICO) is the UK's data regulator. If you are not satisfied with our response, you can complain to the ICO.



[www.ico.org.uk](http://www.ico.org.uk)



0303 123 1113



Wycliffe House, Water Lane,  
Wilmslow, Cheshire SK9 5AF



The Diocese has a detailed privacy notice which sets out what personal information we process, why we process it and who we share it with. We may update our privacy notice at any time. For the latest version please visit: [\[enter address\]](#) or ask us to send you a copy.