

CATHOLIC SAFEGUARDING STANDARDS AGENCY

PRIVACY NOTICE

1. ABOUT THIS NOTICE

- 1.1 During the course of our regulatory activities, we will collect and process information about identifiable individuals. Due to the work that we do, much of this information will be very sensitive and we recognise the importance of maintaining trust in how we handle information. This notice explains how we will handle personal information and comply with data protection laws.
- 1.2 A separate [notice](#) applies to the personal data that we are provided with or obtain when carrying out Disclosure and Barring Service checks.

2. ABOUT US

- 2.1 The Catholic Safeguarding Standards Agency ("**CSSA**") is an independent organisation which acts as the professional standards body to which all Catholic Dioceses and Religious Life Groups in England and Wales will be accountable. The legal entity is the Catholic Safeguarding Agency Limited, which is a company limited by guarantee and wholly owned by the Catholic Trust for England and Wales. More information about our functions is contained in part 3 of this notice.
- 2.3 The CSSA is the controller of the personal data that it collects and uses and is responsible for ensuring compliance with the Data Protection Legislation (which means the UK General Data Protection Regulation, or GDPR, and the Data Protection Act 2018).
- 2.3 If you have any questions, require further information about how we handle your personal data, if you wish to exercise any of the rights set out in this notice or if you would like to provide feedback or make a complaint about the use of your information, please contact the CSSA Data Protection Officer:
- 39 Eccleston Square, London, SW1V 1BX
Telephone +44 (0)20 7901 4896
Email address Karen.oconnor@cbcew.org.uk

3. OUR FUNCTIONS

- 3.1 The CSSA acts as a professional standards body for safeguarding within the Catholic Church in England and Wales. We ensure that the organisations we regulate are complying with the published standards. In respect of our regulatory functions, our powers include:
- Escalation and intervention in the event of practice not reaching agreed standards;
 - Mandatory audit and follow up activity by the CSSA, with audits to be published at the sole discretion of the CSSA; and
 - Investigation into complaints that have exhausted local processes.

Additionally, we provide:

- Consultation on case management; and
- Training resources and training delivery.

- 3.2 The CSSA is also a **Registered Body** for the Disclosure and Barring Service ("**DBS**") and facilitates criminal record checks for charities and organisations that are Catholic Church based.

4. PERSONAL DATA WE COLLECT AND PROCESS

- 4.1 In connection with our functions, we will collect and process personal data as set out in the Schedule to this notice. This may include:

- personal data that you give to us if you choose to make a report to us of abuse. For more information about how we handle such data, please see our privacy notice for victims and survivors of abuse [LINK]; or
- personal data that we receive indirectly from any of the organisations that we regulate, any person working in the name of the Catholic Church in England and Wales and other jurisdictions, including outside of the UK (this includes employees, volunteers and office holders), members of the public or from other sources as well as governmental and regulatory or other authorities.

4.2 "**Personal data**" means information which relates to an identified or identifiable individual. It may include names and contact details, photographs, expressions of opinion, or indications as to our intentions about you. "**Special categories of personal data**" means personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data (where used for ID purposes), and data concerning health, sex life or sexual orientation. Information relating to criminal convictions and offences is treated as a separate category of personal data. "**Processing**" means doing anything with personal data such as accessing, disclosing, destroying or using the data in any way.

5. OUR LAWFUL BASES FOR PROCESSING

5.1 We must have a lawful basis to process your personal data. The legal basis on which we do so will vary according to purposes for which we process personal data. The bases on which we will usually process personal data are set out in the Schedule to this notice, in each case by reference to the processing purpose.

5.2 We will sometimes rely on the 'legitimate interests' basis for processing your personal data. This applies where the processing is necessary for the legitimate interests of the CSSA, and these interests are not overridden by your own interests or rights. We believe that it is in the legitimate interests of everyone within the Catholic church for regulated bodies to be subject to effective regulation by an independent professional standards body. The CSSA will collect and use personal data where it is necessary to do so in order to fulfil its functions as a regulator.

5.3 We will only process special categories of personal data where a further basis is also met. Processing of information relating to criminal convictions and offences must also only take place where a further basis is met. The legal bases for which we process special categories of personal data and information about criminal convictions are set out in the Schedule to this notice, in each case by reference to the processing purpose.

5.4 If permitted to process your personal data under the Data Protection Legislation on other grounds, we may also carry out such processing e.g. for compliance with other obligations to which we are subject or in connection with any legal proceedings, legal advice, legal rights or court or tribunal activities.

5.5 We will not generally ask you to consent to our processing of your personal data. This is because other legal grounds apply. However, if we do require your consent we will make this clear to you and give you a genuine choice about how we use your data.

6. DISCLOSURE AND SHARING OF PERSONAL INFORMATION

6.1 In order to fulfil our functions as a regulator, including handling complaints and carrying out safeguarding audits, we work closely with the bodies that we regulate. This involves receiving information, including personal data, from those regulated bodies. We may also need to share personal data that we hold with those regulated bodies and with the Religious Life Safeguarding Service (which provides safeguarding services to religious life groups) in order for them and us to fulfil our respective safeguarding obligations. Each regulated body is separately responsible for complying with the Data Protection Legislation in respect of any personal data that they receive.

6.2 We may disclose personal data we hold to third parties:

- (a) if we are under a duty to disclose or share a data subject's personal data in order to comply with any legal obligation;
- (b) in order to enforce or apply any contract with the data subject or other agreements;

- (c) to protect our rights, property, or safety of our employees, customers, or others, including exchanging information with other companies and organisations for the purposes of fraud protection, in which case the processing would be necessary for the purposes of the legitimate interests pursued by the CSSA, namely in order to achieve those ends;
 - (d) for the purposes of the legitimate interests pursued by the CSSA, as set out in the Schedule;
 - (e) who have been appointed by us as processors to provide us with specific services such as specialist IT services or support, independent investigators/assessors; and/or
 - (f) where we are otherwise permitted to under the Data Protection Legislation e.g. working with your elected representative such as a local MP.
- 6.3 We will ensure that personal data will only be transferred to processors whose processing meets the requirements of the Data Protection Legislation and ensures the protection of the rights of individuals, and under a written contract that sets out (amongst other things) the subject-matter and duration of the processing, the nature and purpose of the processing, the type of personal data and categories of data subjects, and the obligations and rights of our organisation as controller.
- 6.4 In the course of processing personal data, or sharing your data, we may transfer it to countries which are outside the UK (e.g. to the Vatican), some of which may not have laws which provide the same level of protection to personal data as the UK. In such cases we will take steps to ensure that the transfers comply with the Data Protection Legislation and that personal data is appropriately protected.
- 6.5 If you have questions in relation to any specific transfers that we make, please contact our Data Protection Officer.

7. YOUR RIGHTS

- 7.1 As a data subject, you have certain rights under the Data Protection legislation. These are:
- (a) the right to be told if your personal data is being processed and, if so, the right to access your personal data along with an explanation of what we do with it, who we share it with and where it came from.
 - (b) the right to obtain from us the correction of inaccurate personal data concerning yourself and (taking into account the purposes of the processing) the right to have incomplete personal data completed;
 - (c) the right to obtain from us the erasure of your personal data in some circumstances, which includes where:
 - (i) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed; or
 - (ii) the processing is based on your consent, and you withdraw that consent (and there is no other legal basis for processing); or
 - (iii) the processing is based on it being necessary for our legitimate interests as the data controller or those of a third party, and you as the data subject object to the processing, unless we demonstrate that the processing is based on compelling legitimate grounds which override your interests, rights and freedoms as the data subject, or that it is for the establishment, exercise or defence of legal claims; or
 - (iv) we have unlawfully processed your personal data;
 - (d) the right to obtain from us the restriction of processing where the data is inaccurate, unlawfully processed, no longer required except for the establishment, exercise or defence of legal claims, or pending the verification whether we have legitimate grounds as the controller which override your rights;
 - (e) the right to receive the personal data concerning yourself, which you have provided to us, in a structured, commonly used and machine-readable format, and to transmit the data to another controller, where our processing is based on consent or contract and carried out by automated means;
 - (f) the right to object to processing based on our legitimate interests, where these are outweighed by your interests, rights and freedoms, unless the processing is required for the

establishment, exercise or defence of legal claims. You also have the absolute right to object to processing for marketing or profiling purposes;

(g) the right to withdraw your consent or explicit consent, where the processing is based on that lawful basis; and

(h) the right to make a complaint to the Information Commissioner's Office at <http://www.ico.org.uk>.

7.3 These rights may be limited in some situations – for example, where we can demonstrate that the CSSA has a legal requirement to process your personal data. Also, we may need you to provide proof of identity for verification and data security purposes before you can exercise your rights.

7.4 Rights may only be exercised by the individual whose information is being held by us or with that individual's express permission. Children from around 12 years upwards are entitled to make their own requests (where we are of the reasonable view that they have an appropriate understanding of the request they are making) and parents / guardian / family members do not have an automatic right to see information about their child or prevent their child from making a request to us.

7.5 For further information about your rights or to exercise any of them, please contact our Data Protection Officer.

8. CHANGES TO THIS NOTICE

8.1 We may make changes to this notice from time to time as our organisational practices and/or applicable laws change. We will not make any use of your personal data that is inconsistent with the original purpose(s) for which it was collected or obtained (if we intend to do so, we will notify you in advance wherever possible) or otherwise than is permitted by Data Protection Legislation.

Schedule – Data processing activities

Purpose of Processing	Provision of case-specific consultation, handling complaints about regulated bodies and auditing compliance of regulated bodies against established safeguarding standards
Data Subject(s)	Victims/survivors of abuse; complainants; persons accused of abuse or about whom concerns have been raised; witnesses
Type or category of Personal Data	Case related records e.g. case log, letters, emails, reports (including investigation and assessment reports), referral information.
Legal basis of processing	<ul style="list-style-type: none"> • Where relevant, we may need to process this personal data in order to meet our legal obligations in relation to safeguarding. • The processing is necessary in the legitimate interests of the CSSA in performing its role as a regulator of the regulated bodies.
Legal basis for processing special categories of personal data / Criminal offences data	<ul style="list-style-type: none"> • The processing may be necessary for the establishment, exercise or defence of legal claims or to obtain legal advice. • The processing may be necessary in the substantial public interest for undertaking safeguarding activities, the prevention or detection of unlawful acts or to protect the public against dishonesty.
Transfers to third parties (including outside the UK)	<p>We may share personal data with:</p> <ul style="list-style-type: none"> • The relevant regulated body or bodies who require the information to allow them to fulfil their own professional responsibilities. • Organisations such as police, social care, probation where necessary for the purpose of public protection. • Organisations commissioned to undertake investigations or assessments where the information is required to enable them to complete their work.
Retention Period	<p>For records relating to allegations made against clergy and those in religious roles, for 85 years from alleged perpetrator’s date of birth, or their date of death (if later).</p> <ul style="list-style-type: none"> • At the end of these retention periods, the records will be cleansed and a summary record of the case file will be retained indefinitely. <p>For records relating to allegations made against those in all other church roles e.g., volunteers, office holders, for 25 years from the date their role in the church ceases.</p> <ul style="list-style-type: none"> • At the end of these retention periods, the records will be cleansed and a summary record of the case file will be retained until the 85th birthday of the accused person. <p>Sensitive information such as victim witness statements, psychological or psychiatric reports on witnesses shall only be retained for as long as they continue to have a purpose e.g. for the duration of criminal, civil or internal church investigation. Records shall be destroyed 3 years after the end of the last such process to conclude. Summary details of the allegations, including status of victim and context, shall be retained beyond this period but will be included in general case file information in any event.</p>
Purpose of Processing	Required to maintain a record of religious subscription to the Religious Life Safeguarding Service (RLSS)

Data Subject(s)	Contact persons for Religious Orders that are currently subscribed to the RLSS and those that are no longer subscribed
Type or category of Personal Data	Information recorded on the national religious database which includes: names, addresses, number of members, phone numbers, email
Legal basis of processing	<ul style="list-style-type: none"> • Legitimate interests of the CSSA in performing its functions.
Specific Category / Criminal Info legal basis	<ul style="list-style-type: none"> • Necessary for archiving purposes in the public interest, historical research and statistical purposes
Transfers to third parties (including outside the UK)	Data is also accessible to individuals approved by the CSSA to enable them to access subscription information and contact details i.e. safeguarding personnel in dioceses and religious congregations.
Retention Period	Data relating to organisations will be held indefinitely. Personal data relating to individuals will be updated annually and data that is no longer current will be deleted in accordance with the CSSA data retention policy.

Purpose of Processing	Required for invoicing purposes in relation to membership of the CSSA for dioceses and religious congregations
Data Subject(s)	Members of dioceses and religious orders who are responsible for financial contributions
Type or category of Personal Data	Financial Contributions Spreadsheet which includes name of contact person, number of members, address, email
Legal basis of processing	<ul style="list-style-type: none"> • Legitimate interests of the CSSA in performing its functions.
Specific Category / Criminal Info legal basis	N/A
Transfers to third parties (including outside the UK)	None
Retention Period	Data relating to organisations will be held indefinitely. Personal data relating to individuals will be updated annually and data that is no longer current will be deleted in accordance with the CSSA data retention policy.

Purpose of Processing	Required for the set-up of users on E-bulk and ongoing processing of DBS checks
Data Subject(s)	ID verifiers and users of E-bulk
Type or category of Personal Data	Organisation details, parishes, ID verifiers details, user details
Legal basis of processing	<ul style="list-style-type: none"> • Necessary for compliance with legal obligations to which the CSSA is subject as a Registered Body for DBS checks. • Legitimate interests of the CSSA in performing its functions.

Specific Category / Criminal Info legal basis	<ul style="list-style-type: none"> Legitimate interests of the CSSA in processing information relation to members of the Catholic Church in England and Wales and to those with regular contact with it. Necessary and in the substantial public interest for compliance with the CSSA's legal functions and obligations as a Registered Body for DBS checks and ensuring that only appropriate individuals can access the system.
Transfers to third parties (including outside the UK)	<p>First Advantage (formerly GB group) who is a third-party provider of the system used for processing electronic DBS applications</p> <p>Pamis Ltd who is a third-party provider of the system used for storing DBS application and outcome data.</p>
Retention Period	Data is updated regularly and all current data will be retained. Any historic data that is no longer required will be deleted in accordance with the CSSA data retention policy.

Purpose of Processing	Gathered for the purpose of inclusion in the annual report or other specific reports
Data Subject(s)	Individuals who have contacted the CSSA, RLSS, dioceses and religious congregations in relation to safeguarding matters
Type or category of Personal Data	Anonymised data provided annually, or otherwise as required, by each regulated body. Although this is generally not personal data, some individuals might be identifiable due to other case information being held by the CSSA.
Legal basis of processing	<ul style="list-style-type: none"> Legitimate interests of the CSSA in performing its functions.
Specific Category / Criminal Info legal basis	<ul style="list-style-type: none"> Necessary for archiving purposes in the public interest, historical research and statistical purposes. Necessary for the establishment, exercise or defence of legal claims or to obtain legal advice. Necessary for substantial public interest condition of undertaking safeguarding activities.
Transfers to third parties (including outside the UK)	Anonymised data may be provided to a researcher for the specific purpose of analysis on behalf of the Catholic Church in England and Wales.
Retention Period	Anonymised data may be retained indefinitely.

Purpose of Processing	Required for contacting ID verifiers regarding DBS applications
Data Subject(s)	ID Verifiers
Type or category of Personal Data	ID verifier contact details- name, address, telephone and email
Legal basis of processing	<ul style="list-style-type: none"> Necessary for compliance with legal obligations to which the CSSA is subject as a Registered Body for DBS checks. Legitimate interests of the CSSA in performing its functions. Necessary to retain as part of the CSSA's public interest tasks within the Catholic Church in England and Wales.

Specific Category / Criminal Info legal basis	<ul style="list-style-type: none"> Legitimate interests of the CSSA in processing information relation to members of the Catholic Church in England and Wales and to those with regular contact with it. Necessary and in the substantial public interest for compliance with the CSSA's legal functions and obligations as a Registered Body for DBS checks and ensuring that only appropriate individuals can access the system.
Transfers to third parties (including outside the UK)	None
Retention Period	Data is updated regularly and all current data will be retained. Any historic data that is no longer required will be deleted in accordance with the CSSA data retention policy.

Purpose of Processing	Maintaining records of individuals registered on the e-learning programme
Data Subject(s)	Users registered on Educare
Type or category of Personal Data	E-learning records
Legal basis of processing	Legitimate interests of the CSSA in performing its functions.
Specific Category / Criminal Info legal basis	N/A
Transfers to third parties (including outside the UK)	Educare which is the third-party provider of the e-learning programme
Retention Period	Data is updated regularly and all current data will be retained. Any historic data that is no longer required will be deleted in accordance with the CSSA data retention policy.

Purpose of Processing	Registering and maintaining records of Counter-signatories for the purpose of compliance with the DBS Code of Practice
Data Subject(s)	DBS Counter-signatories
Type or category of Personal Data	Name, contact details, counter-signatory number
Legal basis of processing	<ul style="list-style-type: none"> Necessary for compliance with legal obligations to which the CSSA is subject as a Registered Body for DBS checks. Legitimate interests of the CSSA in performing its functions.
Specific Category / Criminal Info legal basis	<ul style="list-style-type: none"> Necessary and in the substantial public interest for compliance with the CSSA's legal functions and obligations as a Registered Body for DBS checks and ensuring that only appropriate individuals can access the system.
Transfers to third parties (including outside the UK)	DBS

Retention Period	<ul style="list-style-type: none"> • Applications: until processed and submitted to DBS; and • Records: until no longer a counter-signatory
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Purpose of Processing	Contacting persons in relation to work, invitations to relevant conferences & events, and sharing relevant information and updates
Data Subject(s)	Diocesan Staff and volunteers, Religious orders, umbrella body organisations
Type or category of Personal Data	Various Contact lists which include names, telephone numbers, email addresses, business addresses
Legal basis of processing	<ul style="list-style-type: none"> • Legitimate interests of the CSSA in performing its functions.
Specific Category / Criminal Info legal basis	N/A
Transfers to third parties (including outside the UK)	None
Retention Period	Data is updated regularly and all current data will be retained. Any historic data that is no longer required will be deleted in accordance with the CSSA data retention policy.