

PRIVACY NOTICE FOR THE ROMAN CATHOLIC ARCHDIOCESE OF SOUTHWARK

Please note that this is an abridged version of the full Privacy Notice for the Roman Catholic Archdiocese of Southwark. The full Privacy Notice can be found on the Diocesan website: www.rcsouthwark.co.uk and on your local parish website.

This statement must be read in conjunction with the [full Privacy Statement](#).

ON WHAT GROUNDS DO WE PROCESS YOUR PERSONAL DATA?

We must have a lawful basis for processing your information; this will vary according to the circumstances of how and why we have your information but typical examples include: the activities are within our legitimate interests in advancing and maintaining the Roman Catholic religion; you have given consent for us to process your information;

we are carrying out necessary steps in relation to a contract to which you are party or prior to you entering into a contract;
the processing is necessary for compliance with a legal obligation;
the processing is necessary for carrying out a task in the public interest; or

to protect your vital interests;

If we process any Special Categories of Personal Data we must have a further lawful basis for the processing – please see the full Privacy Statement.

We will only use your Personal Data within the Diocese for the purposes for which it was obtained, unless you have explicitly agreed that we may share your Personal Data with another organisation or unless we are otherwise permitted or required to under the Data Protection Rules or order of a Court or other competent regulatory body or as set out in this Statement.

We may share your information with government bodies for tax purposes or law enforcement agencies for the prevention and detection of crime. Sometimes the Diocese contracts with third parties whom we ask to process Personal Data on our behalf and we require these third parties to comply strictly with our instructions and with the GDPR. We have in place administrative, technical and physical measures designed to guard against and minimise the risk of loss, misuse or unauthorised processing or disclosure of the Personal Data that we hold.

HOW LONG WILL WE KEEP YOUR INFORMATION FOR?

Your information will be kept in accordance with our Retention & Disposal of Records Policy and/or as required by law. In any event, we will endeavour to only keep Personal Data for as long as is necessary and to delete it when it is no longer so.

YOUR RIGHTS

You have rights in respect of the Personal Data you provide to us. However, please note that some of these rights below may be limited in some situations:

To make a subject access request (SAR).

To withdraw your consent;

the right to ask that any inaccuracies in your Personal Data are corrected;
the right to have us restrict the processing of all or part of your Personal Data;
the right to ask that we delete your Personal Data where there is no compelling reason for us to continue to process it;
the right to object to us processing your Personal Data for direct marketing purposes; and
the right not to be subject to legal or other significant decisions being taken about you on the basis of an automated process.

FURTHER INFORMATION AND CONTACT DETAILS

With the introduction of GDPR in May 2018, the Roman Catholic Archdiocese of Southwark has produced a [Data Protection Policy](#).

If you have any questions, require further information about how we protect your Personal Data, if you wish to exercise any of the above rights or if you would like to provide feedback or make a complaint about the use of your information, please contact the Diocesan Data Protection Officer (DPO):

Sarah Williams
Roman Catholic Archdiocese of Southwark Finance Office
59 Westminster Bridge Road
London
SE1 7JE
Tel: 020 7960 2500
Email: dpo@finance-rcdsouthwark.org