**Carlisle Diocese - Safeguarding Training Privacy Notice**

**Our contact details:**

Diocesan Safeguarding Adviser

Joanna Van Lachterop

Diocese of Carlisle | Church House | 19-24 Friargate | Penrith | CA11 7XR

Tel:       07458 016884

Email:  safeguarding.adviser@carlislediocese.org.uk

Web:  [www.carlislediocese.org.uk](http://www.carlislediocese.org.uk/)

**Point of Contact for Date Protection Matters:**

Ali Ng

Deputy Diocesan Secretary

Acting Bishop’s Chaplain

Head of HR and Governance

Diocese of Carlisle | Church House | 19-24 Friargate | Penrith | CA11 7XR

Tel: 07468 720292

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

**What type of information we have:**

Personal Information is any information that can be used to identify a living person. We collect names, email addresses and contact telephone numbers of those who have booked a safeguarding training course either online or via email.

**How we get the information and why do we have it:**

We collect the information from our training course booking platform, Eventbrite and from emails sent to the Safeguarding Team from parishes and individuals.

We need to collect and hold this information to be able to deliver face to face training courses across the Diocese and on online platforms such as Zoom. We provide confirmation of booking, certificates (where appropriate) and collect feedback about courses you have attended, to improve our training services across the Diocese.

**What we do with the information:**

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You can remove your consent at any time.**

The information kept is to ensure accurate training records are kept, to provide information about future courses, to obtain feedback and to provide any other information that is relevant to training. The information is viewed and used by the Diocesan Safeguarding Training Team. Information will not be shared with third parties (although it may do so with our affiliated organisations). The organisation will not transfer your data outside the European Economic Area.

Training processes are not based solely on automated decision making

**How we store your information:**

Data will be stored in a range of different places, including on your booking form, in training management systems and on other IT systems including email.

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties*.*

**How long do we keep data:**

If you agree to allow the organisation to collect and store your personal data on file, the organisations will hold your data on file for three years. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during the safeguarding training process. However, if you do not provide the information, the organisation may not be able to process your training application properly or at all.

**Your data protection rights:**

As a data subject, you have a number of rights. You can:

· access and obtain a copy of your data on request;

· require the organisation to change incorrect or incomplete data;

· require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and

· object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact safeguarding.administration@carlislediocese.org.uk.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

This notice will be reviewed in 3 year intervals – next review June 2027.

END.