

Diocese of Bristol – Applicant Privacy Notice

1. Introduction

This privacy notice explains how the Bristol Diocesan Board of Finance (“BDBF”) collects, uses, and protects personal data relating to individuals applying for posts within the Diocese.

This notice is provided in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, which require organisations to be transparent about the way in which personal data is processed.

This notice applies to all applicants, including employees, workers, volunteers, and contractors.

2. Data Controller

Diocese of Bristol

The BDBF is the data controller and is responsible for deciding how your personal data is processed and for ensuring compliance with data protection law.

3. Data Protection Contact

If you have any questions about this notice or how your data is handled, please contact:

The Governance Support Team

Email: governance.support@bristoldiocese.org

Phone number: 0117 906 0100

4. Data Protection Principles

The BDBF will comply with data protection law. This means your personal data will be:

- Used lawfully, fairly, and in a transparent way
- Collected only for specified, explicit, and legitimate purposes
- Limited to what is necessary for those purposes
- Accurate and kept up to date



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- Kept only as long as necessary
- Kept securely

5. What Information Does the BDBF Collect?

The BDBF collects a range of personal data about applicants, including:

Personal and contact details

- Name, address, email address, telephone number

Employment-related information

- Qualifications, skills, experience and employment history
- Current remuneration and benefits (where relevant)

Equal opportunities and diversity information

- Ethnic origin, sexual orientation, religion or belief, health (where provided voluntarily)

Health and adjustments

- Information relating to disabilities for the purpose of making reasonable adjustments

Legal and compliance data

- Right to work in the UK
- Safeguarding information, including criminal convictions (where required for the role)

Some of this information constitutes special category data, which is subject to additional protections under law.

6. How is Information Collected?

The BDBF collects personal data in a variety of ways, including:

- Application forms and CVs
- Identity documents (e.g. passport)
- Interviews and assessments



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- References from former employers
- Background checks, including DBS where applicable
- Occupational health providers (where relevant)

The Diocese will inform you where third-party information is being obtained.

7. Why Does the BDBF Process Personal Data?

The BDBF processes personal data for the following purposes and lawful bases:

Purpose	Personal Data Used	Lawful Basis
Managing the recruitment process and assessing suitability	Application data, CV, interview information	Legitimate interests
Taking steps before entering into a contract	Application data	Contract
Complying with legal obligations (e.g. right to work checks)	Identity and eligibility data	Legal obligation
Making reasonable adjustments	Health data	Employment obligations (and substantial public interest)
Equal opportunities monitoring	Diversity data	Consent
Safeguarding and DBS checks (where applicable)	Criminal conviction data	Legal obligation / substantial public interest

The BDBF will not use your data for any purpose incompatible with those listed above.

8. Automated Decision-Making

The Diocese does not currently make recruitment decisions based solely on automated processing.

Where any automated decision-making is introduced in future, appropriate safeguards will be applied, including the right to request human review.



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9. Who Has Access to Data?

Your information will be shared internally for recruitment purposes, including:

- HR and recruitment staff
- Interview panels
- Relevant senior staff involved in decision-making
- IT support (where required)

The BDBF may share your data externally:

- With referees
- With background check providers
- With the Disclosure and Barring Service (DBS), where required
- With occupational health providers (if applicable)

10. International Transfers

The BDBF does not normally transfer your personal data outside the UK.

If this changes, appropriate safeguards will be implemented to ensure your data remains protected.

11. How Does the BDBF Protect Data?

The BDBF takes appropriate technical and organisational measures to protect your personal data, including:

- Secure IT systems and access controls
- Policies and procedures governing data handling
- Training for staff handling personal data

12. How Long Does the BDBF Keep Data?

- Unsuccessful applications: retained for 6 months after the recruitment process
- With consent for future roles: retained for a further 6 months



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- Successful applicants: data is transferred to the personnel file / payroll records / HR Information System

At the end of the retention period, data is securely deleted or destroyed.

13. Applicants Not Appointed

Where appropriate, the BDBF may retain your data for future opportunities, but only with your consent, which can be withdrawn at any time.

14. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request erasure of data (where appropriate)
- Restrict or object to processing
- Withdraw consent (where processing is based on consent)
- Request data portability (where applicable)

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

15. Exercising Your Rights

To exercise your rights, please contact:

The Governance Support Team

Email: governance.support@bristoldiocese.org

Phone number: 0117 906 0100

16. What If You Do Not Provide Personal Data?

You are not under a statutory obligation to provide personal data. However, if you do not provide required information, the BDBF may not be able to process your application effectively.

Providing equal opportunities data is voluntary and will not affect your application.



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17. Changes to This Privacy Notice

This privacy notice may be updated from time to time to reflect changes in law or practice.