

DATA PRIVACY NOTICE

Southern Synod of the United Reformed Church

1. Personal data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Data Controller

Synod Council of Southern Synod of the United Reformed Church is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Southern Synod of the United Reformed Church complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- to maintain and update lists of office holders for churches of the synod including synod representatives;
- to maintain and update lists of volunteers and committee/council members of the synod;
- to provide oversight of ministers (Ministers should also refer to the Privacy Policy for Ministers and Church Related Community Worker available from the Ministries Department at Church House);
- administering grant and loan applications;
- paying expenses;
- [to maintain our financial accounts and records (including the processing of gift aid)];
- to provide news and information about events, activities and services within the synod;
- to manage employees and volunteers;
- to manage safeguarding of children and adults at risk;
- to deal with complaints;
- to deal with general correspondence;
- managing properties;
- to arrange and manage training and training records;
- to arrange events, meetings and conferences;
- to maintain records including minutes of meetings;
- to enable the Synod to engage with other churches, charities and community groups within and outside our area;
- to provide contact details of officers and others with specific responsibilities (eg DBS signatories) to Church House. This enables the national administration of the United Reformed Church.

4. What is the legal basis for processing your personal data?

- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent; or
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement; or
- Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes; or
- Explicit consent of the data subject has been given.

5. Sharing your personal data

Personal data will be treated as strictly confidential and will only be shared with other members of the Synod in order to carry out a service to a church, a church member or for purposes connected with the Synod. We will only share your data with third parties outside of the Synod with your consent.

6. How long do we keep your personal data?

We retain data on the following basis:

Record Type	Retention Period
Committee membership lists	Indefinitely, as part of the historic record of the Synod
Minute Books	Indefinitely
Contact details of committee members, volunteers and officers	24 months after last contact
Synod attendance book	Indefinitely, as part of the historic record of the synod
Church returns forms	Indefinitely for archival purposes
Synod Handbook	Indefinitely for archival purposes (changes are updated on an annual basis with next publication)
Enquirers' contact details and any associated documents	Indefinitely (pending review of policy)
Records of attendance of children/young people and helpers	Indefinitely for safeguarding purposes
E-News subscribers' contact details	24 months after last contact; 3 months after notification of change
Ministers' (and candidates') personnel files	Indefinitely, until transfer to receiving synod or Church House
Trainers' contact details and any associated information	5 years after last contact (pending review of policy)
Insurance records	Indefinitely
Accident books	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21)
Safeguarding records	Indefinitely
Complaints (non-safeguarding)	3 years after resolution of complaint (unless further action is anticipated)
Employee Records	6 years after the date of termination of employment
Pension Records (money purchase)	6 years after transfer or value taken
Details relating to events for which additional information is gathered (eg, photographic and other consent, medical needs)	3 months after the event; minimised data for 6 years to demonstrate legal compliance, safeguarding and in case of claims
Grantees' details and any associated documents	6 years
Photographs and videos of events	Indefinitely for archival purposes

Website posts	1 year
Social media posts	Indefinitely
Contact details for local church officers, ecumenical partners, denominational and other synod contacts, professional contractors, etc	2 years after the last contact; 3 months after notification of change

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which Southern Synod holds about you (a Subject Access Request or ‘SAR’);
- The right to request that the Data Controller of Southern Synod corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Southern Synod to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable);
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Synod Clerk at **The United Reformed Church Southern Synod**

Synod Office
 East Croydon URC
 Addiscombe Grove
 Croydon CR0 5LP
 Telephone: 020 8688 3730

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Date: 24/05/2018