



The  
United  
Reformed  
Church

## Southern Synod

Synod Office

East Croydon URC, Addiscombe Grove, Croydon CR0 5LP

Telephone 020 8688 3730 Fax No 020 8688 2698

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

### PRIVACY NOTICE

#### The United Reformed Church (Southern Synod) Trust Limited

##### 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 2016 (the GDPR).

##### 2. Data Controller

The URC (Southern Synod) Trust Ltd is the data controller on behalf of the United Reformed Church (Southern Synod) Trust Limited (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?

The URC (Southern Synod) Trust Ltd 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 personal data for the following purposes: -

- to administer records of URC (Southern Synod) Trust Ltd;
- to maintain our financial accounts and records (including the processing of gift aid);
- to make grants;
- to manage our properties (including purchases, sales and leases);
- to recruit, support and manage employees;
- to liaise with contractors;
- to provide news and information about events, activities and services in the Synod, in local churches and in the wider world;
- to fundraise and promote the interests of the United Reformed Church generally;
- to enable the Trust to provide voluntary services for the benefit of the public in the Southern Synod;
- to maintain the security of property and premises;
- to provide contact details of officers and others with specific responsibilities to Church House. This enables the national administration of the United Reformed Church.

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

One or more of the following bases will apply (depending on circumstances): -

- The data subject has given their consent;
- Processing is necessary for contractual purposes;
- Processing is necessary to comply with a legal obligation;
- Occasionally where processing is necessary to protect someone's vital interests; or
- Processing is necessary for our legitimate interests, except where those interests are overridden by the interests or fundamental rights and freedoms of the data subject.

In the case of processing of special categories of data (such as religious beliefs, health, etc), processing will also be based on the following grounds: -

- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Occasionally where processing is necessary to protect someone’s vital interests and the data subject is not capable of giving consent;
- Processing is carried out by a not-for-profit body with a religious 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;
- Processing relates to data manifestly made public by the data subject; or
- Processing is necessary for occupational health, subject to professional safeguards.

### 5. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Trust, of the United Reformed Church Southern Synod or of local churches within the Synod in order to carry out a service to other church members or for purposes connected with the Trust. We will only share your data with third parties with your consent.

### 6. How long do we keep data?

We retain data on the following basis:

Record Type	Retention Period
Minute Books	Indefinitely
URC (Southern Synod) Trust Ltd and subcommittee members’ and officers’ contact details	Permanently for legal records, otherwise 1 year after leaving office
Property deeds	Permanently
Accounts	Permanently
Financial records (including Gift Aid and grants)	6 years; correspondence to be weeded before archiving
Employees’ (and candidates’) personnel files	6 years, unless there is an ongoing legal dispute (1 year for candidates)
Legal contracts	Permanently, if they relate to building works
Contractors’ contact details and any associated information	5 years after last contact (pending review of policy)
Safeguarding records	Indefinitely
Contact details for local church officers, ecumenical partners, denominational and other synod contacts, professional contractors, etc (controlled jointly with the United Reformed Church Southern Synod)	5 years after the last contact; 12 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 the United Reformed Church (Southern Synod) Trust Limited holds about you (a Subject Access Request);
- The right to request that the Trust 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 Trust 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;
- 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;
- The right to lodge a complaint with the Information Commissioner's Office.

### **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy 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 Commissioner's 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 SK9 5AF.

URC (Southern Synod) Trust Ltd

Date: 24/05/2018