



PRIVACY NOTICE

The United Reformed Church (South Western Synod) Incorporated

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 South Western Synod's Moderator is the Data Controller (contact details below). This post-holder decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Moderator, as Data Controller complies with all 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 membership records;
- to provide an annual directory (The South Western Synod Year Book);
- to administer records of Board and sub-committee members;
- to manage or supervise ministerial candidates and lay and ministerial training;**
- to maintain and update records of office holders at local churches, and Synod representatives;
- to recruit, support and manage employees and volunteers;
- to arrange or manage training, and training records
- to arrange meetings or conferences
- to safeguard children, young people and adults at risk;
- to maintain our financial accounts and records (including the processing of gift aid);
- to make grants;
- to pay expenses;
- to fundraise and promote the interests of the United Reformed Church generally;
- to manage our properties (including, purchases, sales, lettings, hiring, licenses and leases);
- to maintain the security of property and premises;
- to liaise with contractors;
- to maintain records including minutes of meetings
- to provide news and information about events, activities and services in the Synod, in local churches and in the wider world;
- to enable the Synod to engage with churches, charities and community groups

- to enable the Synod to provide voluntary services for the benefit of the public in the South Western province;
- to provide contact details of officers and others with specific responsibilities (eg DBS signatories) to the Synod office and Church House. This enables the national administration of the United Reformed Church;
- to respond effectively to correspondence, enquiries and to handle any complaints.

**Ministers should also refer to the Privacy Policy for Ministers and Church Related Community Workers, available from the Ministries Department at Church House.

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;
- Processing is necessary for archival purposes in the public interest, or for historical research or statistical purposes;
- Occasionally where processing is necessary to protect someone's vital interests;
- 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 special category data (such as religious beliefs, health etc), processing will also be based on the following grounds:-

- The data subject has given their explicit consent;
- Occasionally, where processing is necessary to protect someone's vital interests and the data subject does not have the capacity to give consent.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement
- Processing is necessary for occupational health purposes for ministers or candidates, subject to professional safeguards;
- 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; or
- Processing relates to data manifestly made public by the data subject;

5. Sharing personal data

Personal data will be treated as strictly confidential and will only be shared with other members of the United Reformed Church South Western Synod or of local churches within the province in order to carry out a service to other church members, or for purposes connected with the Synod. We will only share your data with third parties with your consent, unless a legal exemption applies.

6. How long do we keep data?

We retain data on the following basis:

Record Type	Retention Period*
Minute books	Indefinitely
Roll of Synod members and observers	3 months after notification of change (updated on a rolling basis)
Board and Sub-committee members' and officers' contact details	Permanently if required for legal records, otherwise 1 year after leaving office
Ministers' (and candidates') personnel files	Indefinitely, until transferred to another Synod or to Church House (one year for candidates)
Employees' personnel files	6 years, unless there is an ongoing legal dispute (1 year for candidates)
Pension Records (money purchase)	6 years after transfer or value taken
Contact details for local church officers, ecumenical partners, denominational and other Synod contacts	2 years after the last contact; 3 months after notification of change
Synod Year Book	Indefinitely for archival purposes: current contact details are updated annually when new Year Book is re-published
Safeguarding records	Indefinitely
Contact details relating to training providers or support agencies	5 years after last contact
Contractor contact details and associated documentation	5 years after last contact
Photographs and videos of events (for which consent is required)	Indefinitely for archival purposes
Personal data relating to events for which information is gathered (eg medical needs)	3 months after the event unless accident or incident has occurred in which case 6 years; cleansed data for 6 years to demonstrate legal compliance and safeguarding
Enquirers' contact details and any associated documents	Indefinitely or until advised otherwise by statutory authorities
Financial records, including Gift aid declarations and grant awards	6 years; information no longer required to be culled prior to archiving
Financial accounts	Permanently
Property deeds	Permanently
Legal contracts – buildings	Permanently
Legal contracts – other (utilities, office management etc)	5 years after contract expiry
Insurance documents	Permanently
Grave Records	Indefinitely

* Retention periods shown are for illustration only. The Church must determine its own retention periods to meet its own need and statutory compliance.

Health and Safety accident or incident records	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)
Complaints (non -safeguarding)	3 years after resolution of complaint (unless further action is anticipated)
Section O disciplinary procedure records	Indefinitely, until transferred to another Synod or to Church House
Website posts	1 year
Social media posts	indefinitely

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 (South Western Synod) Incorporated holds about you (a Subject Access Request or 'SAR');
- The right to request that the 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 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.
- 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 Commissioners 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 the 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 Moderator at the Synod Office :-

The Manse,
Norton Fitzwarren,
Taunton
Somerset
TA2 6RU

Telephone: 01823 275470
Email : moderator@urcsouthwest.org.uk

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.

The Moderator

The United Reformed Church (South Western Synod) Incorporated

Date May 2018