

Privacy Notice: South Western Synod Year Book

This notice explains how we will process the details you provide to us for the Synod Year Book

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).

Data controller

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

How do we process your personal data?

The Synod 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 purpose of publishing an annual directory, the Synod Year Book, and this Privacy Notice specifically concerns the details you share with us for the purposes of compiling this directory.

The Synod Year Book is created and held on computer, and distributed in printed format. The handbook lists members of the Synod and its committees. It also gives contact details for Synod officers and convenors, ministers (including those who are retired or not in pastoral charge), church secretaries, lay preachers. This is intended to facilitate communication between the Synod, churches, preachers, ministers and others.

What is the legal basis for processing your personal data?

As data is likely to be indicative of religious belief (a special category of personal data under the GDPR) and the Synod Year Book may be circulated more widely than church members, the Synod will seek to rely on the explicit consent of each person whose name and/or contact details is published.

For ministers, their names and posts held are manifestly made public by them, so for those details the Synod will act in its legitimate interests, except where those interests are overridden by the interests or fundamental rights and freedoms of the data subject.

For named contacts at businesses and organisations listed in the handbook under "Other Useful Addresses," the Synod will also act in its legitimate interests, except where those interests are overridden by the interests or fundamental rights and freedoms of the data subject.

Sharing your personal data

The Synod Year Book is distributed to officers and staff of the Synod, officers of local churches within the Synod, ecumenical partners within the region, other Synod offices, Church House, and is made available to others on request.

How long do we keep data?

A new edition of the Synod Year Book is published each year, and a copy is retained of each edition for archival purposes. Accordingly, the Synod will retain data for future Year Books, suitably revised as roles and contact details change.

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:

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- To request a copy of the personal data which the United Reformed Church South Western Synod holds about you (a Subject Access Request);
- To request that the Synod corrects any personal data if it is found to be inaccurate or out of date;
- To request your personal data is erased where it is no longer necessary for Synod to retain such data;
- To withdraw your consent to the processing at any time;
- To request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller;
- 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;
- To object to the processing of personal data;
- To lodge a complaint with the Information Commissioner's Office.

Further processing

If we wish to use your personal data for any purpose other than the Year Book, we will provide you with a new notice explaining the relevant purposes and processing conditions prior to commencing the processing, and will seek your consent if necessary.

Contact details

To exercise all relevant rights, queries or complaints please in the first instance contact the Moderator's PA, Hilary Bradshaw (contact details above).

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 ICO office, Wycliffe House, Water Lane, Wilmslow SK9 5AF.