



## **DATA PRIVACY STATEMENT**

### **EASTERN SYNOD and UNITED REFORMED CHURCH (EASTERN PROVINCE) TRUST**

#### **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**

The Synod Clerk is the data controller (contact details below). This means that they decide how your personal data is processed and for what purposes.

#### **3. How do we process your personal data?**

The data controller complies with his 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 maintain and update lists of office holders for synod churches, incl. 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);
- 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; and
- generally to ensure the smooth and efficient running of the Synod and Trust.

#### **4. What is our legal basis for processing personal data?**

- The processing is necessary in relation to a contract which the individual has entered into (such as an employment contract) or because the individual has asked for something to be done so that they can enter into a contract; or
- It is necessary because of a legal obligation that applies to us; or
- It is necessary to administer justice or exercise statutory, governmental or other public functions; or
- Our legitimate interests in processing the information outweigh those of the individual for not doing so; or
- The data subject has given their explicit consent.



## **5. Sharing personal data**

Personal data will be treated as strictly confidential and will only be shared within the Synod and/or Trust or with third parties if one of the conditions in paragraph 4 applies. In this respect, we consider that for most of the purposes listed in paragraph 3 it is in the legitimate interests of the Synod and / or Trust, or to meet a legal or contractual obligation, that we process your personal data and that therefore consent is not needed. However, if you do not want your personal data to be processed for any of these purposes then please let us know and we will consider whether this is possible without affecting the legitimate interests of the Synod or Trust or our legal and contractual obligations.

Similarly, we will only share your personal data with third parties (i.e. people outside the Synod or Trust) in the limited circumstances where there is a legal or contractual obligation to do so (e.g. if you are an employee) or it is our legitimate interests to do so (e.g. as a necessary consequence of our activities such as sharing data with Church House) or of our holding the data in the first place. But again, if you do not want your personal data to be shared outside the Synod or Trust for any of these reasons then please let us know and we will consider whether this is possible without affecting our legitimate interests or our legal and contractual obligations.

In some limited cases, consent is required either to use your personal data within the Synod and / or Trust or, more likely, to share it with third parties. In these cases we will seek this consent either when we collect the information from you, or subsequently.

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

We retain data on the basis set out in the Schedule to this Notice.

## **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 Synod or Trust hold about you (a Subject Access Request);
- The right to request that the Synod and/or 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 Synod and/or the Trust 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 Data 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 or complaints please in the first instance contact the Eastern Synod Clerk at the Synod Office, United Reformed Church, 36 Duxford Road, Whittlesford, Cambridgeshire CB22 4ND or at [clerk@urceastern.org.uk](mailto:clerk@urceastern.org.uk) or on 01223 632999.

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, Cheshire. SK9 5AF.



## SCHEDULE

Record Type	Retention Period
Databases, and mailing and contact lists (including names and email addresses and role(s) held)	For so long as they are up to date
Synod Year Book	1 year after the end of the year covered by the Year Book
Financial records, including cash books, bills, bank statements, budgets, accounting records and other subsidiary financial records	Current financial year plus 6 years
Employees' records including contact details, contracts, job descriptions, references, sickness and annual leave records, medical reports, NIC details, bank details, pension details, appraisals and performance reviews, and data relating to disciplinary matters and grievances	For current employees – for the duration of their employment For former employees - for six years after the end of their employment subject to any minimum statutory requirements for particular records
Applications, references and other information for unsuccessful applicants	1 year after the end of the recruitment exercise
Names and contact details of suppliers of goods and services and their bank details (where relating to individuals)	3 years after last supply of goods or services
Details relating to contracts and agreements where this constitutes personal data	7 years after end of contract or agreement
DBS disclosure forms	6 months from disclosure
Allegations of a child protection nature against an employee or volunteer	Date of allegation plus 50 years
Records of children's activities and events (e.g. registers, risk assessments, consent forms and accommodation lists)	Indefinitely, for safeguarding purposes
Personal data relating to events for which additional information is gathered	Disposed of immediately after the event unless anything has occurred (e.g. and accident) which indicates that records should be retained for a longer period.
Photographs and videos of events	2 years after the event – selected items retained for historical records
Insurance Records	Indefinitely
Safeguarding matters	Indefinitely or until advised otherwise by authorities
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)
Complaints (non -safeguarding)	3 years after resolution of complaint (unless further action is anticipated)
Minute Books	Indefinitely
General correspondence	Last action on correspondence plus 6 years
Committee membership lists	Indefinitely (as part of the historic record of the Synod)
Contact details of committee members, volunteers and officers	2 years after last contact