

THE UNITED REFORMED CHURCH

EAST MIDLANDS SYNOD INCORPORATED

Registered Office: 1 Edwards Lane, Nottingham, NG5 3AA

☎ 0115 960 9241 - ✉ trust@urc5.org.uk

A company limited by guarantee registered in England No 1566806 Registered Charity No 511712

PRIVACY NOTICE

The United Reformed Church East Midlands Synod Incorporated (“The Trust Company”)

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 Trust Company (whose contact details are below) is the data controller. This means it holds personal data, decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Trust Company 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.

It uses personal data for the following purposes: -

- to administer records of its directors and subcommittee members;
- to maintain its financial accounts and records
- to make grants;
- to manage its properties (including purchases, sales and leases);
- to recruit, support and manage employees and volunteers;
- 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 it to provide voluntary services for the benefit of the public in the East Midlands Synod;
- to maintain the security of property and premises;
- to provide contact details of officers and others with specific responsibilities to the national United Reformed Church, facilitating 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;

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- 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 East Midlands Synod or members of United Reformed Churches within the Synod in order to carry out a service to other church members or for purposes connected with the Synod and the Trust Company. 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 <i>Kept on password protected computers and locked filing cabinets</i>	Indefinitely
Board and subcommittee members' and officers' contact details, D.O.B and Job title <i>Kept on password protected database and locked filing cabinet</i>	Permanently for legal records, otherwise 2 years after leaving office
Property deeds <i>Kept at Andrew & Co LLP Solicitors, 1 Flavian Road,</i>	Permanently

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<i>Lincoln, LN2 4GR in a locked strong room.</i>	
Accounts <i>Kept on password protected computer and locked filing cabinet</i>	Permanently
Financial records (and grants) <i>Kept on encrypted computer folder or locked filing cabinets</i>	7 years (financial information) Record of grant - indefinitely
Employees' (and candidates') personnel files <i>Kept on password protected computer and locked filing cabinet</i>	6 years, unless there is an ongoing legal dispute (1 year for candidates)
Enquirers' contact details and any associated documents <i>Kept on password protected computer and locked filing cabinet</i>	2 years after last contact
Legal contracts <i>Kept on password protected computer and locked filing cabinet</i>	Permanently, if they relate to building works
Company details, Bank details for payments <i>Kept on password protected computer folder and bankline</i>	For time of Contract (Records of financial transaction will be kept for 10 years)
Contractors' contact details and any associated information <i>Kept on password protected computers and locked filing cabinet</i>	12 years following the end of the Contract.
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 East Midlands Synod) <i>Kept on password protected</i>	For the time that said person is in post, at end of post details given will be reviewed every two years and obsolete contacts removed.

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database

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 Trust Company holds about you (a Subject Access Request);
- The right to request that The Trust Company 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 Trust Company 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 Trust Company Chair via the Privacy Officers at the Synod Office: Email: privacy@urc5.org.uk
Tel: 0115 969241 Address: The United Reformed Church East Midlands Synod Incorporated, 1 Edwards Lane, Nottingham, NG5 3AA

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.

Date: May 2018