



East Midlands Synod

Synod Office: 1 Edwards Lane, Sherwood, NG5 3AA
Telephone: 0115 9609241 Email: privacy@urc5.org.uk

DATA PRIVACY NOTICE – EAST MIDLANDS SYNOD

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 Council of East Midland Synod is the data controller (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?

Synod Council of East Midland 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 following purposes: -

- to administer Synod records;
- to maintain our financial accounts and records;
- to provide news and information about events, activities and services within the United Reformed Church;
- to display details of appropriate people in the Synod Year Book, allowing members of churches to contact each other for church related reasons
- to fundraise and promote the interests of the Synod;
- to manage office holders and volunteers;
- to enable the Synod to provide voluntary services for the benefit of the public in our local communities;
- to provide contact details of officers and others with specific responsibilities (eg DBS signatories) to Church House. This enables the synod and national administration of the United Reformed Church;
- For ongoing Pastoral care and concern

TYPE OF DATA	WHO DO WE HOLD THESE DETAILS FOR?	RETENTION PERIOD
<p>Your name, title, role, address, email address, telephone number <i>Information kept on password protected database, password protected mobile phones.</i></p> <p><i>N.B Minister's and Church Secretary's email address and telephone numbers are displayed on the East Midlands Synod Website</i></p>	<ul style="list-style-type: none"> • Ministers/CRCW • Retired Ministers • Contractors • Church Secretary • Church Treasurer • Trustees • Youth and Children Contacts • Safeguarding Officers • Lay Preachers • Committee members • Ministry Students • Synod Members • Ministers Widows and Widowers • Synod Appointments • Office Staff • Synod Pastoral Consultants • Synod Networkers • Former Missionaries • Ecumenical contacts • Those who have given consent 	<p>For the time of service in the role in the East Midlands Synod</p> <p>For those who have given consent - Contact details given will be reviewed at least every five years and obsolete contacts removed.</p>
<p>Name, Email Address</p>	<ul style="list-style-type: none"> • Those who have subscribed to the Synod E-letter <p>Please note that our email subscription provider is Mail Chimp (<i>The Rocket Science Group LLC d/b/a MailChimp, a State of Georgia limited liability company</i>) who hold details in line with their privacy notice.</p>	<p>Until subscription is withdrawn</p>
<p>Denomination, Marital Status, DBS information, Staff file, Training file, General notes, Bank details where needed for expenses <i>Information kept on password protected database. Bank details on bankline or on password</i></p>	<ul style="list-style-type: none"> • Ministers/CRCW • Ministry Students • Lay Preachers including those in training. 	<p>For the period of time in post in the East Midlands Synod, after this time all information will be forwarded to either the incoming Synod or Church House. (Records of financial transaction will be kept for 7 years)</p>

<i>protected computer folder.</i>		
Denomination, Marital Status, DBS information, Staff file, Training file, Bank details where needed for expenses <i>Information kept on password protected database or in a locked filing cabinet</i>	<ul style="list-style-type: none"> Retired Ministers 	For the period of time in the East Midlands Synod, after this time all information will be forwarded to either the incoming Synod or Church House. (Records of financial transaction will be kept for 7 years)
Training file, DBS Information, Bank details where needed for expenses <i>(information kept on password protected database or in a locked filing cabinet)</i>	<ul style="list-style-type: none"> Lay Preachers 	For the period of time in post in the East Midlands Synod plus a further 10 years. (Records of financial transaction will be kept for 7 years)
General Notes, Bank details where needed for grants. <i>Information kept on password protected database. Bank details on bankline or in encrypted computer folder.</i>	<ul style="list-style-type: none"> Ministers Widows and Widowers in Synod 	For the time that the widow/widower resides in the East Midlands Synod. (Records of financial transaction will be kept for 7 years)
Company details, Bank details for payments <i>On encrypted computer folder and bankline</i>	<ul style="list-style-type: none"> Contractors of the East Midlands Synod 	For time of Contract (Records of financial transaction will be kept for 7 years)
Synod Year Book <i>Document given out through the East Midlands Synod as a booklet</i>	<ul style="list-style-type: none"> Ministers The following where consent has been given: Church Secretaries Synod Appointments Office Staff Committee Members Synod Networkers Lay Preachers Retired Ministers Synod Members Former Missionaries Ecumenical contacts Trustees 	Indefinitely (if consent is withdrawn a person's details will no longer appear in future year books)
Staff File, Financial details, Marital status,	<ul style="list-style-type: none"> Office Staff 	Staff Files kept for 10 years after end of post

<p>general notes, wage information <i>Kept in locked filing cabinets and password protected computers</i></p>		Financial details kept until the end of post Wage information kept for 7 years from end of post.
<p>Name, email address or telephone number <i>Information kept on password protected computer (excel)</i></p>	<ul style="list-style-type: none"> • People who have attended Synod Events 	For safeguarding purposes, keep for 25 years
<p>Photograph or Video and Consent Form <i>To be displayed on the East Midlands Synod Website, social media pages, displays, publicity material</i></p>	<ul style="list-style-type: none"> • Those who have filled out consent form or given written consent 	Image retained until consent is withdrawn.
<p>Safeguarding Matters <i>(on password protected computers and locked filing cabinets)</i></p>	<ul style="list-style-type: none"> • All those deemed legally necessary 	75 Years
<p>Event Consent Forms for those under the age of 18 Name and Address, Email, Phone Number, D.O.B, Medical Conditions, Guardians details <i>(on password protected computers and locked filing cabinets)</i></p>	<ul style="list-style-type: none"> • Young people who have booked to attend United Reformed Church events. 	25 Years
<p>Accident Books <i>(on password protected computers and locked filing cabinets)</i></p>	<ul style="list-style-type: none"> • All visitors to the Synod Office who have been injured on the premises 	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)
<p>Signing in Book – Name, time and date of visit and car reg if applicable <i>Kept open in Synod Staff/reception room</i></p>	<ul style="list-style-type: none"> • All visitors to Synod Office 	Within one month.
<p>DBS Forms</p>	<ul style="list-style-type: none"> • All those deemed necessary 	Physical copies of DBS forms must be destroyed after 6 months.

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

A) **Special Category data** - Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union 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

B) **Contract and Legal Obligation** - Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;

C) **Consent** - Explicit consent of the data subject has been given.

D) **Legitimate Interest** - to use people's data in ways they would reasonably expect and which have a minimal privacy impact, or where there is a compelling justification for the processing.

5. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the United Reformed Church in order to carry out a service to other United Reformed Church members or for purposes connected with the United Reformed Church or ecumenical work. We will only share your data with third parties with your consent.

6. 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 East Midlands Synod of the United Reformed Church holds about you (a Subject Access Request or 'SAR');
- The right to request that the Synod Council of the East Midlands Synod of the United Reformed Church 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 East Midlands Synod of the United Reformed Church 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.

7. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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.

8. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the East Midlands Synod Council via the privacy officer by emailing: privacy@urc5.org.uk or phoning: 0115 9609241. Address: 1 Edwards Lane, Nottingham, NG5 3AA

You can contact the Information Commissioners Office on 0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

The East Midlands Synod of the United Reformed Church

21/11/2023