



## **DATA PRIVACY STATEMENT**

### **Wessex Synod of the United Reformed Church ('Wessex 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 Executive of the Wessex Synod are the Data Controller for the Wessex Synod meaning they decide how your personal data is processed and for what purposes. The Data Controller can be contacted using the Contact Details below.

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

The Data Controller of the Wessex 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 maintain and update lists of office holders for churches of the Synod including Synod Representatives;
- to maintain and update lists of volunteers and committee members of the Synod;
- to maintain and update lists of the trustees of the Wessex Trust;
- to provide oversight of ministers (Ministers should also refer to the Privacy Policy for Ministers and Church Related Community Workers available from the Ministries Department at Church House);
- administering grant and loan applications;
- to maintain our financial accounts and records;
- paying expenses;
- 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 Synod area; and
- to provide contact details of officers and others with specific responsibilities (e.g. DBS signatories) to Church House. This enables the Synod and national administration of the United Reformed Church.

#### 4. What is the legal basis for processing your personal 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
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement; or
- Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes; or
- Explicit consent of the data subject has been given.

#### 5. Sharing personal data

Personal data will be treated as strictly confidential and will only be shared with other members of the Synod or with the Wessex Trust in order to carry out a service to a church, a church member or for purposes connected with the Wessex Synod or with the Wessex Trust. 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
Ministers/CRCWs/Ordinands files	Until death, resignation or removal from the Roll of URC Ministers - at which point the file is returned to Church House.
Contact details for Ministers/CRCWs/Ordinands, Church Secretaries, Church Treasurers, Lay Preachers and Pulpit Supply contacts, Retired Ministers, Widow(ers) of Ministers, Children's & Young people workers, Church Safeguarding Officers and DBS contacts.	Ministers/CRCWs/Ordinands until they move out of the Synod. Retired Ministers/Widows(ers) until they move out of the Synod or death. Church Secretaries, Church Treasurers, Lay Preachers, Pulpit Supply, Children's & Young people workers, Church Safeguarding Officers and DBS contacts until they notify the Synod they have stepped down from their role.
Committee membership lists	Indefinitely, as part of the historic record of the Synod.
Trustee / Director Records	Indefinitely, as part of the historic record of the Wessex Trust with Companies House and with the Charity Commission.
Contact details of committee members, volunteers and officers	24 months after the end of the applicable period of service.
Personal data relating to events for which additional information is gathered e.g. residential events	Disposed of immediately after the event unless anything has occurred (e.g. an accident) which indicates that records should be retained for a longer period.
Records of attendance of children/young people and helpers	Indefinitely for safeguarding purposes.
Contact details for juniors (0-25yrs) where consent has been given.	3 years from last event attended.
Photographs and videos of events	24 months 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 is 21 years old).
Complaints (non-safeguarding)	3 years after resolution of complaint (unless further action is anticipated).
Minute Books	Indefinitely.
Employee Records	6 years after the date of termination of employment.

Pension Records (money purchase)	6 years after transfer or value taken.
Financial accounts and records including bank account details	6 years after the current financial year.

## 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 Wessex Synod hold about you (a Subject Access Request or 'SAR');
- The right to request that the Data Controller of the Wessex 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 Wessex 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; and
- The right to lodge a complaint with the Information Commissioners Office.

## 8. Further processing

If the Data Controller wishes to use your personal data for a new purpose, not covered by this Data Privacy Statement, then the Data Controller 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, the Data Controller will seek your prior consent to the new processing.

## 9. Data Controller Contact Details

To exercise all relevant rights, queries or complaints, please in the first instance contact:

Mrs Deborah Walker  
 Synod Secretary and Moderator's PA  
 120 Alma Road  
 Southampton  
 Hampshire  
 SO14 6UW  
 Telephone: 02380 678570  
 E-mail: [office@urcwessex.org.uk](mailto:office@urcwessex.org.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via e-mail <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

**The Synod Executive for and on behalf of:  
 The Wessex Synod of the United Reformed Church  
 24 May 2018**