

# DATA PRIVACY NOTICE

## URC NORTH WESTERN SYNOD (“The 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 Committee of North Western 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 Executive Committee of North Western 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 (e.g. DBS signatories) to Church House. This enables the synod and national administration of the United Reformed Church;
- For ongoing Pastoral care and concern

#### **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

Explicit consent of the data subject has been given.

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 United Reformed Church (including the Trust Company) 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. How long do we keep data?**

We have agreed a Data Retention policy and schedule based on recommended good practice, and minimise the time we retain data. Where data has been provided with your consent we will contact you at regular intervals to confirm that the data we hold is correct and that you are happy for us to continue to hold this data.

## **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 North Western Synod of the United Reformed Church holds about you (a Subject Access Request or 'SAR');
- The right to request that the Synod Executive Committee of the North Western 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 North Western 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.

## **8. Cookies on our website**

Our website includes "performance" cookies. These collect information about how visitors use a website, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how a website works. 'Performance' cookies stored when a user visits this website record Country, IP Address, Operating system and Browser type. These are shared with Google and Bing for analytical purposes

## **9. 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.

## **10. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the North Western Synod Executive Committee via the Data Protection Lead by:

Email: [Trust@nwsynod.org.uk](mailto:Trust@nwsynod.org.uk) or

Telephone: 0161 789 5583

Post: Franklin Street, Eccles, Manchester M30 0QZ

You can contact the Information Commissioners Office by

Email <https://ico.org.uk/global/contact-us/email/> or

Telephone: 0303 123 1113 or

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

The United Reformed Church North Western Synod  
September 2018

# **DATA PRIVACY NOTICE**

The United Reformed Church (North Western Province) Trust Limited  
("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 Management Committee (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 Management Committee 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 enable it to provide voluntary services for the benefit of the public in the area of the United Reformed Church North Western Province;
- 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):

- Processing is necessary for contractual purposes; or
- Processing is necessary to comply with a legal obligation; or
- 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
- Explicit consent of the data subject has been given.

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: -
  - o the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - o 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 within the Trust Company, with the United Reformed Church North Western 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 have agreed a Data Retention policy and schedule based on recommended good practice, and minimise the time we retain data. Where data has been provided with your consent we will contact you at regular intervals to confirm that the data we hold is correct and that you are happy for us to continue to hold this data.

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- The right to withdraw your consent to the processing at any time;
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- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioner's Office.

## **8. Cookies on our website**

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## **9. 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.

## 10. Contact Details

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Email: [trust@nwsynod.org.uk](mailto:trust@nwsynod.org.uk) or

Telephone: 0161 789 5583

Post: Franklin Street, Eccles, Manchester M30 0QZ

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The United Reformed Church (North Western Province) Trust Ltd.

Date: September 2018