

# Privacy Notice

## DATA PRIVACY STATEMENT

### Churches Together in Herefordshire

#### **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 Standing Committee of Churches Together in Herefordshire (who delegate the administration to the County Ecumenical Officer) 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?**

The Standing Committee of Churches Together in Herefordshire 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 records of contacts, Local Ecumenical Partnerships, local churches, groups of churches in a covenantal relationship, denominational governing bodies, Churches/Christians Together local groups and associated organisations;
- to maintain our financial accounts and records;
- to provide news and information about events, activities, issues of interest and services of organisations and individuals associated with Churches Together in Herefordshire;
- to send you the monthly Churches Together in Herefordshire, with your express permission;
- to fundraise and promote the interests of Churches Together in Herefordshire;
- to manage employees and volunteers;
- to enable Churches Together in Herefordshire to provide voluntary services for the benefit of the public in our local community;

- to provide contact details of officers and others with specific responsibilities to Churches Together in England. This enables the national administration of Churches Together in England and support of Churches Together in Herefordshire.

#### **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 Standing Committee members, employees, volunteers and those who have regular contact with Churches Together in Herefordshire in connection with its 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.

#### **5. Sharing personal data**

Your personal data will be treated as strictly confidential and will only be shared with other contacts of Churches Together in Herefordshire in order to carry out a service to other Churches Together in Herefordshire contacts or for purposes connected with Churches Together in Herefordshire. 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:

<b>Record Type</b>	<b>Retention Period</b>
Contact details	Indefinitely until contacts unsubscribe
Personal data relating to events for which additional information is gathered e.g. conferences	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.

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
Complaints (non -safeguarding)	3 years after resolution of complaint (unless further action is anticipated)
Minute Records	Indefinitely
Employee Records	6 years after the date of termination of employment
Pension Records (money purchase)	6 years after transfer or value taken

## 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 Churches Together in Herefordshire holds about you (a Subject Access Request or 'SAR');
- The right to request that the Standing Committee of Churches Together in Herefordshire 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 Churches Together in Herefordshire 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. 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.

#### **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the County Ecumenical Officer [herefordshireceo@gmail.com](mailto:herefordshireceo@gmail.com)

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

**The Standing Committee of Churches Together in Herefordshire**

**10<sup>th</sup> July 2019**