

Data Privacy Notice (News Update)

Your personal data – what is it?

Personal data is information relating to a living individual who can be identified from that data. Identification can be by the information alone, or together with that data and other associated information, which is in the possession of, or likely to come into the possession of the 'Data Controller'. In the UK, the processing of personal data is governed by the General Data Protection Regulation, also known as the GDPR.

Who are we?

The United Reformed Church Trust (contact details below) is what is known as the 'Data Controller' of the personal data you provide to us. This means it determines how your personal data is processed and for what purposes.

Why we need your personal data?

We collect and use your personal data for the following purposes:

- To enable us to send you *News Update* – the electronic newsletter of the United Reformed Church – and related email communications.

What is the legal basis for processing your personal data?

We process your personal data based on the following legal grounds:

- Legitimate interests.
- 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.
- Consent

How do we process your personal data?

The United Reformed Church Trust complies with its obligations under the GDPR by:

- Processing your personal data in a lawful, fair and transparent manner.
- Collecting only personal data which is adequate and relevant to the purposes we have specified in this notice.
- Not keeping your personal data longer than necessary for the purposes we have specified in this notice.
- Ensuring your personal data is accurate and up-to-date.
- Implementing appropriate technical and organisational measures to protect your personal data against unauthorised or unlawful processing, accidental loss, damage or destruction.

Types of personal data we process

We process your personal data relevant to the above purposes. This includes:

- Your name
- Your email address.

Where did we obtain your personal data from?

Although most of your personal data comes directly to us by you – when you subscribe to *News Update* – there are some elements of your personal data which we obtain from the United Reformed Church national database of church office holders.

Who the information may be shared with

All your personal data is treated as strictly confidential and mainly processed by our staff at Church House. For the purposes of IT hosting and maintenance, your personal data is also located and backed up onto our servers, which are within the UK. In addition, we use a platform called dotmailer to disseminate *News Update*, which is hosted and backed onto high security Microsoft Azure data centres within Europe. All Azure facilities meet a broad set of compliance standards, details of which can be found here:

<https://azure.microsoft.com/en-gb/overview/trusted-cloud/>. A map showing the Azure data centre locations can also be found here: <http://azuredatacentermap.azurewebsites.net/>

Dotmailer works with various third parties to provide us with the services they offer to us to store your personal data and these third parties may have access to or/and process your personal data on dotmailer's behalf. A list of all the third parties that dotmailer engages can be found here:

<https://www.dotmailer.com/about-us/trust/> under the 'Third party service partners and data processors' section.

No other third parties (apart from those specified in this notice) have access to your personal data unless the law allows them to do so.

How long is your personal data kept?

We keep your personal data for the length of your (free) subscription to *News Update*. You may unsubscribe at any time.

Further processing

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

Transfers of personal data

We do not transfer your personal data outside of Europe.

What are your rights?

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- Request to access a copy of your personal data, which we hold about you.
- Request to rectify your personal data if you find it to be inaccurate or out of date.
- Request to have your personal data erased where it is no longer necessary for us to retain such data.
- Request to have a restriction placed on further processing of your personal data when there is a dispute in relation to the accuracy or processing of your personal data.
- Request to obtain a copy of your personal data in a common machine-readable format and transmit that data directly to another organisation.
- Withdraw consent to the processing of your personal data at any time.

Who can I contact?

If you have any questions about how your personal data is being used please contact us on communications.pa@urc.org.uk. You can also write to us at The United Reformed Church, 86 Tavistock Place, London WC1H 9RT.

How do I complain?

If you are not satisfied with the way your personal data is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF, through email <https://ico.org.uk/global/contact-us/email/> or by telephone on 0303 123 1113