

Data Privacy Notice – Education and Learning & Ministries

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:

- a) To help us identify you when you contact us.
- b) General administrative purposes/internal record keeping.
- c) Making and managing financial transactions with you
- d) Communication regarding Church activities and events.
- e) Statistical analysis, conducting surveys and research regarding URC activity and activities of associated organisations.
- f) The performance of internal and external regulatory functions.
- g) Helping us to manage your relationship with the URC e.g. training, performance, discipline.
- h) Communication of information we think you might find of interest.
- i) To enable us to register you within Education & Learning, CRCW and Ministries activities, programmes, and events
- j) To enable us to allocate any accommodation or meals during any stay for an Education & Learning, CRCW and Ministries event.
- k) To enable us to notify your next of kin in the case of emergencies.

What is the legal basis for processing your personal data?

We use the following legal grounds to process your personal data. Although, some of these may overlap, we have highlighted which legal basis we use for what purposes (listed above).

- Legitimate interests – purposes **a, b, c, d, e, f, g, h, i, j and k.**
- 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 – purposes **a, b, c, d, e, f, g, h, i, j and k.**
- Archiving in the public interest **a, b, c, d, e, f, g, h, i, j and k.**

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:

- Full name
- Contact detail e.g. address, email, telephone number, etc
- Employment history
- Educational and training details
- Lifestyle and social circumstances, where needed to support you
- Next of kin details
- Biographical information
- Dietary requirements

We also process sensitive categories of personal data that includes:

- Physical or mental health details
- Racial or ethnic origins (for diversity monitoring)
- Gender (to enable us to provide accommodation and support suitable for your needs)
- Religious or other beliefs of similar nature

Where did we obtain your personal data from?

Although most of your personal data comes directly to us by you, there are some elements of your personal data which we obtain from our URC synods.

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

Where required we share your personal data for the purposes we have specified in this notice with the following:

- Staff across URC synods
- Leaders of Education & Learning, CRCW and Ministries activities, programmes and events.
- Staff across URC Resource Centres for Learning and other relevant learning establishments/organisations.

- Venues which we have booked for accommodation and/or meetings.
- Disclosure and Barring Service and Due Diligence Checking
- Occupational health and any agency needed for your personal welfare (emergency services)
- ASI Europe Software Company (our Database provider)

How long is your personal data kept?

Your personal data is kept in line with retention schedules which are designed to ensure that we can, primarily, meet legislative requirements. For copies of the retention schedule please contact the Records Manager at the United Reformed Church House, 86 Tavistock Place, London WC1H 9RT

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 the UK/European Union.

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 urc@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, via email <https://ico.org.uk/global/contact-us/email/> or through telephone on 0303 123 1113