**Finance Office**

**Data Privacy Notice**

**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?**

This Data Privacy Notice has been issued by the Finance Department (contact details below) which processes data on behalf of the United Reformed Church Trust (URCT) which 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:

1. To enable us to comply with legal or industry requirements
2. To enable us to process your expense claims and other payments in accordance with statutory requirements

**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).

**Personal data:**

* Contractual obligations
* Legal obligations

**Sensitive data:**

* Processing payments of amounts due to you

**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 may include:

* Full name
* Contact detail e.g. address, email, telephone number, etc
* Financial details

We do not, as a general rule, process any sensitive categories of personal data unless the reasons for the payments to you require us to note such sensitive data.

**Where did we obtain your personal data from?**

Your personal data comes directly to us by you.

**Who the information may be shared with**

All your personal data is treated as strictly confidential and 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 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 seven years. This is because we are required by law to do so.

**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.

**Who can I contact?**

If you have any questions about how your personal data is being used please contact us on john.samson@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.