

## Walking the Way Data Privacy Notice – May 2021

### 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 process your orders for Walking the Way information, resources or services
- b) To follow up any issues relating to your orders for Walking the Way information, resources or services
- c) To keep a record of where orders have come from to help us review the success of Walking the Way merchandise promotion in different areas of the UK
- d) To allow us to process further orders from you for Walking the Way information, resources or services without the need for you to resubmit your data
- e) To follow up or seek more information on news stories or practical examples of day to day discipleship submitted by you
- f) To keep you up to date with the latest Walking the Way news, should you request us to keep you informed
- g) (If you are a Walking the Way Steering Group member, network contact or ecumenical partner) To keep you informed of the latest Walking the Way and Steering Group news and business
- h) To enable us to comply with legal requirements

### What is the legal basis for processing your personal data?

We use the following legal grounds to process your personal data.

#### Personal data:

- Consent
- Legal obligations
- Legitimate interests

### 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 or if asked to remove.

- 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 [categories of personal data and sensitive data only relevant in a privacy notice if the data has not been obtained directly from the individual]**

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

- Full name
- Synod
- Postal Address
- Email Address
- Telephone Number

Your data will be kept in a spreadsheet, and also in an e-mail folder, which can only be accessed by Church House staff.

### **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 (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 name, postal address, e-mail address and telephone number for a maximum of 1 year, or for the duration of your period of service as a Walking the Way Group member, network contact or ecumenical partner. Only the name of your synod will be kept indefinitely for evaluation purposes.

### **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.

**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](mailto: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, through email <https://ico.org.uk/global/contact-us/email/> or by telephone on 0303 123 1113.