**Commitment for Life 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?**

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:-

1. To enable us to run the Commitment for Life programme
2. For processing trips abroad with Christian Aid
3. 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
* Address
* Email
* Telephone number
* Passport details for trips

**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 personal data for as long as the person is an advocate or link person for Commitment for Life. Those on Stories for Change or Moving Stories distribution lists can unsubscribe by emailing the sender whose email is on the bottom of the newsletter. This is because it is relevant to the workings of the programme. Personal details for trips abroad, including passport details, will be deleted following the trip.

**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. 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.