

Privacy Notice for Members of Oxford Diocesan Synod and associated Boards and Councils



We are grateful for the support of all those who serve the diocese. It helps the diocese to help you if we have all your contact details from the start. It will ensure that you receive appropriate diocesan information and mailings.

1 What is personal data?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in our possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR") and the Data Protection Act 2018, (the "DPA 2018").

2. Who are we?

Oxford Diocesan Board of Finance (ODBF) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

ODBF complies with its obligations under the GDPR and DPA 2018 by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the distribution of documentation required for the operation of Diocesan Synod, its associated Boards and Councils. This includes agendas, meeting minutes, papers for discussion, election papers and information to support your effectiveness in your role.

We use information relating to your skills in appointing members to Diocesan Synod associated Boards, Councils and Committees.

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

Processing is carried out under different legal bases depending on the circumstances:

Legitimate Interest

Processing of your personal data is undertaken so that you can carry out your duties effectively as a member of Diocesan Synod, its Boards, Committees or Councils.

Legal Obligation

In specific situations (for example, members of Bishop's Council who are directors and trustees of ODBF), the details of certain synod/council members will be included in statutory documents required by Companies House and the Charities Commission.

Consent

Subject to consent being given, your contact details will appear in the Diocesan Directory. This is available online (www.parishinfo.org) to parish/deanery office holders in the diocese, or via a limited number of paper copies. The Diocese will, on occasion, make extracts of relevant Diocesan Directory information available to third parties which have requirements that align with the aims and objectives of the diocese (e.g. Funeral Directors).

5. Sharing your personal data

Your personal data will be treated as confidential and will be shared when necessary with Bishops' Offices, National Church Institutions (such as the Church Commissioners) and

the Diocesan Registrar for the purposes of administrative functions in connection with your role(s).

Skills related information will be shared with the Appointments Committee of the Bishop's Council for the purpose of appointing to vacant positions.

As members of ODBF, the names of Diocesan Synod members will be available in the public domain (for example, on the Oxford Diocesan website). We will seek your consent before any further sharing of your personal data.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide "Save or delete – The Care of Diocesan Records" (which covers Diocesan Synod records) and is available from the Church of England website: <https://www.churchofengland.org/about/libraries-and-archives/records-and-information-management>. We keep your personal details for as long as you hold office, after which electronic data is deleted and paper copies are shredded.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the ODBF holds about you;
- The right to request that ODBF corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the ODBF to retain such data;
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Officer, Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF. Tel: 01865 208200. Email: dpo@oxford.anglican.org.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.