Privacy Notice for Diocese of Oxford Development Fund applications

The Development Fund offers grant funding to support a wide range of parish and deanery-level projects. This privacy notice explains how personal data is handled during the grant administration process.

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 process personal data, as provided on Development Fund grant application forms, grant claim documentation and monitoring forms, in order to evaluate grant applications, make grant payments, manage awards and collect feedback from grant funded projects.

4 What is the legal basis for processing your personal data?
Processing is carried out as a **legitimate interest**. We require you to provide certain personal data in order to process your grant application and any award we make:

- to offer support while making an application;
- to ensure applications are endorsed by the appropriate people;
- to advise you of the outcome of the grant award process and to make grant payments
- to manage and support your grant award
- to collect and collate feedback and impact information about projects supported by Development Grant funding.

ODBF will publicise grant application and award data from time to time. Projects receiving Development Fund grants may be the subject of promotional and awareness communications. Such material will either not contain personal data or will only contain personal data with your specific consent.

5. Sharing your personal data
Your personal data, including contact information provided on grant application forms, are made available to members of the DevelopmentFund Panel (made up of clergy and laity drawn from around the Diocese) and certain ODBF staff connected with the grant application, support, feedback and payment processes.

As part of the support and evaluation process we may need to share grant application form data with related grant-making bodies or authorities. This is only where necessary to evaluate applications or to provide you with additional support (for example access to further grant-making bodies).

6. How long do we keep your personal data?
We keep grant application and awards documentation on file for a period of up tosix years from the date of application submission or date of last payment, whichever is later.
Monitoring feedback is retained permanently to inform wider learning for diocesan strategy implementation.

7. Your rights and your personal data
Unless subject to an exemption under the GDPR, 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 ODBF and/or the InformationCommissioner's 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/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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