Privacy Notice for Members & Trustees of Diocesan Trustees (Oxford) Ltd [DT(O)L]

We are grateful for the support of all those who serve in the diocese. If we have all your contact details from the outset it will ensure that you receive appropriate 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?

DT(O)L 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?

DT(O)L 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 DT(O)L purposes. This includes agendas, meeting minutes, papers for discussion, election papers and information to support your effectiveness in your rôle.

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 personal data is undertaken to enable duties as a member & director of DT(O)L to be carried out effectively

Legal Obligation

Personal information will be included in statutory documents required by Companies House & the Charity Commission and will be used in compliance with legislation.

Consent

Subject to consent being given, contact details of members & directors may be shared with the other members or directors to facilitate communication.

5. Sharing your personal data

Your personal data will be treated as confidential and will be shared when necessary with the joint Diocesan Registrars, the ODBF & ODBE for reading minutes; the ODBF for the purposes of administrative functions in connection with your rôle; Companies House for statutory documentation; The Charity Commission for submission of trustee details, Annual return, Reports & Accounts, Auditors for audit of and advice on the Annual Report & Accounts; Oxfordshire History Centre for archival of company minutes, available to the public after 30 years

As members of DT(O)L, the personal information will be in the public domain (for example, on the Companies House 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 on 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 or as long as required which would normally be 6 complete years after cessation of trusteeship.

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 DT(O)L holds about you;
- The right to request that DT(O)L 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 DT(O)L 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 DT(O)L and/or 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 https://ico.org.uk/global/contact-us/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.