Privacy Notice for DT(O)L Trust Work Property Transactions

DIOCESE OF OXFORD

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?

Diocesan Trustees (Oxford) Ltd [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 preparation or storage of documentation required to record property transactions and for compliance with associated legislation. This includes PCC resolutions, Tenancy information Charts, Assured Shorthold Tenancy Agreements, other Leases, Licences to Occupy, Property Checklists, Certificates.

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 Licences to Occupy to be prepared

Legal Obligation

Personal information will be included on documentation in compliance with legislation.

Contractual

Production of an Assured Shorthold Tenancy Agreement

5. Sharing your personal data

Your personal data will be treated as confidential and will be shared when necessary with solicitors and the Oxford Diocesan Board of Finance.

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 "on the Church of England website: https://www.churchofengland.org/about/libraries-and-archives/records-and-information-management.

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 email https://ico.org.uk/global/contact-us/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.