General Privacy Notice for
Oxford Diocesan Board of Finance (ODBF)

This privacy notice explains how ODBF processes personal data in our general day-to-day work. It should be read in conjunction with additional privacy notices which explains our handling of personal data in specific circumstances (for specific activities or groups of people). All our privacy notices are available at www.oxford.anglican.org/ privacy-policy/.

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 may use your contact data for the following purposes:

- To support communications by letter, email and telephone
- To include as required in meeting minutes, reports, agendas, invitations and other documents
- To maintain a database of contacts, parishes and posts for the diocese of Oxford
- Administration of training events, special services, conferences, consultations and other gatherings of diocesan post-holders
- Recording of attendance at training events, meetings, etc. when there is a need to do so

We may also process your personal data as a result of:

- Identity checks required to complete DBS checks
- CCTV (at Church House Oxford) for the prevention of crime
- Communication with parishes in the Diocese to support collaborative working

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

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

Legal Obligation where we are required to meet legal requirements, such as legislation for taxation, charity law, safeguarding, employment law, health & safety, or church representation/faculty law.

Legitimate Interest to support the collaborative working between ODBF staff and members of our parishes, deaneries and the general public.

Consent where you choose to sign up to certain of our mailing lists and to participate in certain surveys.

5. Sharing your personal data

Your personal data will be treated as confidential and will only be shared when necessary with Bishops' offices, PCCs and incumbents of parishes in the Diocese, other ordained or lay persons nominated or licensed by the bishops of the Diocese of Oxford to support the mission of the Church in the Diocese, Oxford Diocesan Board of Education, Oxford Cathedral, Diocesan Registry and National Church Institutions (such as the Church Commissioners) for purposes connected with the Diocese of Oxford. If we wish to share your personal data outside the Church of England, then we will always seek your consent first.

6. How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary. This includes following Church of England guidelines in 'Save or delete: the Care of Diocesan Records' and 'Personal Files Relating to Clergy', see https://www.churchofengland.org/about/libraries-and-archives/records-and-information-management

Our general policy for retention of personal data is:

- Contact data held on personal devices (mobile phones, PCs, laptops, etc.): reviewed and updated/deleted annually
- Contact/post database entries are changed to archive status when you no longer hold any post. Historic post data remains on archive for 25 years.
- Training administration data: 5 years from the course date
- Training attendance data: 6 years after employment ceases
- Financial transaction data: 6 years from transaction date
- Logs of DBS checks are held indefinitely

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 Information Commissioner'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

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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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