Privacy Notice for Parish Office Holders (Churchwarden, PCC secretary, Treasurer, Deanery Synod rep, Safeguarding officer)

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 data for the following purposes:

- To serve you with legal notices related to your parish office e.g. as PCC secretary
- To contact you with guidance, training opportunities and other events related to your office

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
There are certain activities the diocese needs to coordinate with parish officers to comply with statutory requirements (for example PCC elections, deanery synod elections, faculty process, requirements of tax/charity laws).

Legitimate Interest
We process your personal data so that diocesan staff can contact you when necessary, also to help you carry out your duties as a parish officer effectively, such as: creating awareness of your office requirements (particularly when things change); training opportunities and events related to your office.

Consent
Subject to consent being given, your contact details will appear in the Diocesan Directory. This is available online, to any parish/deanery office holders in the diocese at www.oxford.anglican.org/diocesan-directory. 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 office held and contact information are made available to ODBF staff, this is also shared with the Bishops' Offices and the Diocesan Registry. In addition, we may share your data on a 'need to know' basis with the National Church Institutions (such as the Church Commissioners).
At the discretion of ODBF, Diocesan Directory information may be shared (subject to consent as above) with third parties who are aligned to the diocese's aims and objectives.

6. How long do we keep your personal data?
We keep your data until either you tell us that you have ceased to hold the office, or we receive formal notification of your successor. After you cease to hold office, the record of your period(s) of service is retained for archive purposes for a period of 30 years.

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 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.