General Privacy Notice for Church Giving, a resource offered by Oxford Diocesan Board of Finance (ODBF)

This privacy notice explains how Church Giving (church-giving.co.uk) processes personal data. Church Giving is a resource offered by the Oxford Diocesan Board of Finance (ODBF); all ODBF privacy notices are available at https://www.oxford.anglican.org/privacy.

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?

ODBF is the data controller for all data collected by Church Giving (contact details below). This means it decides how your personal data is processed and for what purposes.
The Church Giving website exists to provide churches with a collaborative process for completing a regular giving campaign and is operated by ODBF.

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.

The information we collect comes from the following sources:

1. Personal account registration on the Church Giving website
2. Submission of name and email address by existing account holder to generate a personal invitation to collaborate on the Church Giving website
3. Submission of an enquiry form on the Church Giving website

We may use your personal data for the following purposes:

- To enable the essential functioning of your Church Giving campaign journey
- To support essential communications by email and telephone
- To respond to enquiries submitted on the Church Giving website

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

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

Consent: When you register for an account or submit an enquiry form we collect only the essential information required for you to use our system and to provide you with any requested support. At the point of registration (either directly or via a collaboration invitation link) you will be asked to consent to Church Giving storing your data. You have the right to withdraw your data from Church Giving at any time by contacting us and requesting that we delete your account/information.

Legitimate Interest: Existing users may generate an invitation for you to collaborate with them on the Church Giving website by submitting your name and email address. You will then be given the opportunity to consent, as per the clause above.

5. Sharing your personal data

Your personal data (name and email address) will only be shared with others in your campaign journey on the Church Giving website whom you have chosen to collaborate with.

No personal data will be shared by us outside of the platform. The platform is hosted by WordPress, owned by Aut O'Mattic A8C Ireland Ltd (privacy policy: https://automattic.com/privacy/). Emails may be handled by Titan Mail, email address: info@church-giving.co.uk. Servers for this provider are located in the US via Amazon Web Services (AWS) cloud infrastructure.
Encrypted backup data is also saved on ODBF's MS365 system and on Amazon Web Services in the US via UpdraftPlus; privacy policy: https://teamupdraft.com/privacy/).

We may share your church name with relevant colleagues (giving advisers) in the Church of England, Church of Scotland, and Church in Wales. We will not share any information which would enable you to be personally identified.

6. How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary.

Unless you withdraw consent, we will hold your data according to the following policy.

- Data submitted to generate a collaboration invitation email will be automatically deleted after 7 days if the invitation is not accepted.
- Data submitted via an enquiry/contact form will be kept for 12 months from the date that the enquiry is marked complete. Deletion of enquiries will not also result in the deletion of your user account.
- All personal data related to your user account will be deleted 24 months after your last log-in. You will receive a notification email before your data is deleted.

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 Privacy 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: email: dpo@oxford.anglican.org; Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF. Tel: 01865 208200.
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.

Privacy Notice October 2026