

## Privacy Notice for Members of Oxford Diocesan Synod and associated Boards and Councils



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 personal data for the distribution of documentation required for the operation of Diocesan Synod, its associated Boards and Councils. This includes agendas, meeting minutes, papers for discussion, election papers and information to support your effectiveness in your role.

### 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 your personal data is undertaken so that you can carry out your duties effectively as a member of Diocesan Synod, its Boards or Councils.

#### Legal Obligation

In specific situations (for example, members of Bishop's Council who are directors and trustees of ODBF), the details of certain synod/council members will be included in statutory documents required by Companies House and the Charities Commission.

#### Consent

Subject to consent being given, contact details of Diocesan Synod members may be shared with the other members of Diocesan Synod, to facilitate communication between Synod members.

### 5. Sharing your personal data

Your personal data will be treated as confidential and will be shared when necessary with Bishops' Offices and the Diocesan Registrar for the purposes of administrative functions in connection with your role(s).

As members of ODBF, the names of Diocesan Synod members will be available in the public domain (for example,

on the Oxford Diocesan 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 guide "Save or delete – The Care of Diocesan Records" (which covers Diocesan Synod records) and is available from the Church of England website: <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>. We keep your personal details for as long as you hold office, after which electronic data is deleted and paper copies are shredded.

### 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 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 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 202243. Email: [dpo@oxford.anglican.org](mailto: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/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

# Oxford Diocesan Synod members: 2018-2021 Data Collection Form

Surname		Initials	
First Name		Title (eg Rev/ Mrs/Canon)	
Deanery you represent			
Preferred contact address		Post Code	
Phone number (indicate home/work)			
Mobile number			
Email address			
<p>Diocesan Synod standard practice is to distribute papers by email, as this is both cost-effective and environmentally friendly.</p> <p>If you are unable to accept email communications and/or require paper copies sent to your postal address, please tick the box opposite (else leave blank).</p> <p>Note: large documents such as the Annual Report and Accounts are made available to all Synod members on paper.</p>		<p>Paper Copies required</p> <div style="text-align: center;"> <input type="checkbox"/> </div>	

**Declaration:**

I understand that the Oxford Diocesan Board of Finance will store this information, and share it with Bishops' Offices, and Registry to use for legitimate purposes connected with my role(s) or office(s).

Signed:

Date:

*Please return this form to: Clerk to the Synod, Oxford Diocesan Board of Finance, Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF.*

*A scanned, signed copy of this form may be emailed to [synodclerk@oxford.anglican.org](mailto:synodclerk@oxford.anglican.org)*