

# **United Reformed Church History Society**

## **Data Privacy Notice**

### **1. Your personal data – what is it?**

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 the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **2. Who are we?**

The Council of the **United Reformed Church History Society** is the Data Controller. Under the GDPR the Data Controller means the body which makes policy decisions and accepts responsibility for data processing. This means that it is the Council which decides how your personal data is processed and for what purposes. The actual processing of your data is undertaken by appropriate officers in accordance with this policy, and the Secretary, whose contact details are at the end of this policy, is the person to contact with any queries about data.

### **3. How do we process your personal data?**

The Council of the **United Reformed Church History Society** complies with its obligations under the GDPR 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 following purposes:

- To administer membership records.
- To collect subscriptions and distribute magazines
- To manage any employees or volunteers.
- To maintain our own accounts and records
- To inform you of news, events and activities run by the United Reformed Church History Society
- To inform you of news, events and activities run by other organisations approved by the Council. We would only do this by passing on information to you, not by passing your details to others.

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

- Processing is necessary for carrying out our obligations to members and others, principally distributing magazines.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- Processing is carried out by a not-for-profit body with political, philosophical, religious or trade union provided:-
- The processing relates only to members or former members (or those who have regular contact with it in connection with those purposes): and
- There is no disclosure to a third party without consent.

### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the Council in order to carry out the business of the society. We will only share your data with third parties outside the society with your consent.

### **6. How long do we keep your personal data?**

Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or purposes. In practice we:

- Regularly review the length of time we keep your personal data, at least every three years;
- Will retain personal membership data for two years after the payment of the last subscription;
- Will retain such personal data as has been given to Society of those who have expressed interest in its conferences and events, or who might reasonably be expected to have a particular interest in a forthcoming conference or study day in a particular place, for five years after the last contact with someone;
- Consider the purpose or purposes we hold the information for in deciding whether (and for how long) to retain it;
- Securely delete information that is no longer needed for this purpose or these purposes; and update, archive or securely delete information if it is out of date.

## 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respects to your personal data:

- The right to request a copy of your personal data which the Council of the **United Reformed Church History Society** holds about you;
- The right to request that the Council of the **United Reformed Church History Society** 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 Council of the **United Reformed Church History Society** to retain such data;
- The right to request that the data controller provides the data subject with his / her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (Where applicable):
- 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 object to the processing of personal data; (Where applicable)
- The right to lodge a complaint with the Information Commissioners Office, ICO.

## 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 wherever 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 Secretary at [mt212@cam.ac.uk](mailto:mt212@cam.ac.uk) or Westminster College, Cambridge, CB3 0AA.

You can contact the Information Commissioners Office on 0303 123 1113 or via the website <https://ico.org.uk/global/contact-us/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

*Agreed by the Council of the URC History Society, June 2018*