

THE ENGLISH CLERGY ASSOCIATION BENEFIT FUND

DATA PRIVACY NOTICE

The General Data Protection Regulation (GDPR) is an EU regulation which comes into force on 25 May 2018. GDPR determines the way in which we handle the personal information and data which we keep.

- *Personal data* is information from which an individual is capable of being directly or indirectly identified, e.g. names, addresses, email addresses, photos, etc
- The *Data Controller* is the person or organisation that determines the purposes and means of processing personal data.
- The *Data Processor* is responsible for processing personal data on behalf of the Data Controller and is required to maintain records of personal data and processing activities. The Data Processor may incur a legal liability if responsible for a breach.
- *Processing* is the collection and use of data to produce meaningful information.
- The *Data Subject* is the living individual to whom the data relates.

DATA CONTROLLER

The Data Controller is the body of Trustees of the English Clergy Association Benefit Fund. We will comply with the legal obligations by keeping your personal data up-to-date; by storing and destroying it securely; not collecting or retaining excessive amounts of data and ensuring appropriate measures are in place to protect personal data from loss, misuse, unauthorised access and disclosure.

CATEGORIES OF DATA

The data which we hold contains the following:

- Names and titles;
- Your contact details such as telephone numbers, addresses, and email addresses;
- Where you have provided it, such information as gender, age, date of birth, marital status, family membership, nationality, appointment and academic/professional qualifications and any personal information supplied in support of an application for a grant.
- Where you make any donations or payments we may retain financial information such as bank account details and particulars of payment cards.
- We may retain financial information such as bank account details where grants are paid to a data subject;
- Records and accounts to enable us to carry out our legal obligations with respect to Gift Aid;
- The details of any grants received, the dates and the usage.

The data controller will comply with the legal obligations to keep personal data up to date and secure; to store and destroy it securely; to not collect or retain excessive amounts of data and to protect personal data from loss, misuse, unauthorised access and disclosure.

PROCESSING YOUR PERSONAL DATA

We use your personal data to enable us to carry out the following purposes:

- to meet all legal and statutory obligations;

- to retain a record of applications for grants received and grants awarded;
- to maintain our own accounts and records (including records necessary to supply Gift Aid information to HMRC);
- to record donations received;
- to fundraise to promote the objects of the Charity;
- to send communications which you have requested which may include information about fundraising.

LEGAL BASIS FOR THE PROCESSING OF INFORMATION

- The data we process is held solely for the purposes of carrying out the charitable objects of the English Clergy Association Benefit Fund, a register charity, Charity number 258559, in a lawful, fair and effective manner as set out in its governing document dated 14 December 1994.
- Processing is also necessary to maintain our own accounts and records and for carrying out our legal obligations with respect to Gift Aid.
- Your data will be processed on the basis of the legitimate interests of the Charity.
- We will not use any of the personal data we hold for any other purpose without first obtaining your consent.

CONFIDENTIALITY

Your personal data will be treated as strictly confidential. It will not be shared with third parties other than where required by law or where you give us your prior consent.

RETENTION OF DATA

We will keep some records so long as we are required by law so do. All financial and other records may be kept for up to seven years. Records of applications and grants made will likewise be kept for seven years to ensure a fair and equitable distribution of grants. We record contacts with you so we understand how we have dealt with you and supported you in the past. We may also collect and retain any information if you send us such as feedback or note of appreciation of the assistance we have given you, to demonstrate the work carried out by Charity. In general, we will endeavour to keep data only for as long as it is needed to support the work of the Charity. Personal data will be deleted when it is no longer required.

INDIVIDUAL RIGHTS

You have the following rights with respect to your personal data:

- The right to request information concerning the data we hold about you
- The right to correct and update that data
- The right to have your data removed
- The right to object to us processing your data
- Where there is a dispute in relation to the accuracy or processing of your personal data, the right to request that a restriction is placed on further processing
- The right to lodge a complaint with the Information Commissioner's Office (see below)

CONTACT DETAILS

To exercise all relevant rights, queries or complaints, in the first instance please contact the Hon. Almoner, The Revd. Richard Hall, 45 Howard Park, Greystoke, Penrith, Cumbria, CA11 0TU.

RIGHT TO COMPLAIN TO THE INFORMATION COMMISSIONER'S OFFICE (ICO)

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.

May 2018

Charity number 258559