

The United Reformed Church

Privacy Policy for Student Ministers and Church Related Community Workers



The United Reformed Church is committed to protecting and respecting your privacy. We will only use your personal information in accordance with the Data Protection principles and Data Protection law.

This Policy sets out the basis upon which any personal data we collect from you or that you provide to us will be processed by the United Reformed Church (URC).

We may collect, store and use the following kinds of personal information:

- a) Information that you have provided when completing your ministerial application or other documents associated with your service of the Church. In addition, correspondence or other communication of any other kind held with the Synod Office, URC Church House including your name, contact details and educational information.
- b) Your financial information e.g. bank, tax and pension.
- c) All other information provided by you or third parties in connection with your relationship with the URC, e.g. health assessments, DBS information.

What we do with the information we gather

We may use your information (which we receive from you or third parties) for a variety of purposes including

- To help us identify you when you contact us.
- General administrative purposes/internal record keeping.
- Making and managing financial transactions and communications with you and third parties e.g. payment of stipend, communication with HMRC.
- Communication regarding Church activities and events.
- Statistical analysis, conducting surveys and research regarding URC activity and activities of associated organisations.
- The performance of internal and external regulatory functions.
- Helping us to manage your relationship with the URC e.g. training, performance, discipline.
- Communication of information we think you might find of interest.

Sharing your Information

We may share your information for any of the above purposes with our trusted service providers and agencies that perform services on our behalf.

We may also pass your information on to third parties:

- i) If we have been asked to provide information for legal or regulatory purposes.
- ii) In relation to existing or future legal proceedings and reputational management matters.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical/electronic and managerial procedures to safeguard and secure the information we collect and process.

Controlling your personal information

We will not sell, or distribute or lease your personal information to third parties, other than as provided by this Policy unless we are required by law to do so. We may use your personal information to send you information about resources or contacts which we think you may find helpful.

Access your Personal Data

You may request details of personal information which we hold about you subject to the requirements and provisions of the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information please contact your Synod Moderator.

Providing information to us

You are responsible for informing your Synod Office and Ministries Office of any change in your details, such as a change of address, phone numbers or email addresses. You can do this in writing by contacting your Synod Office and Church House at 86 Tavistock Place, London WC1H 9RT.

If you believe that any information we are holding on you is incorrect or incomplete, please write to us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

The United Reformed Church may change this Policy from time to time and you will be advised of any changes that are made.

Approved by the Ministries Committee

March 2016