

# DATA PROTECTION IN SOUTH WEST MINISTRY TRAINING COURSE (SWMTC)

## DATA PRIVACY NOTICE

**South West Ministry Training Course (SWMTC) is committed to protecting and respecting your privacy. This document sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.**

### 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?

SWMTC 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?

SWMTC 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 enabling you to exercise your rights with respect to your personal data in accordance with requirements of the GDPR;
- 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 records of: -
  - All SWMTC students including Curates and Ordinands, Independent (including Not-for-credit) students, Readers, lay students.
  - Alumni
  - Personal tutors
  - Training Incumbents
  - Home Ministers
  - Placement Ministers
  - Staff
  - Associate staff
  - Trustees
  - Advisors to the Board of Trustees
  - Committee members
  - Donors
  - Next of kin/ emergency contacts for students
  - Volunteers
- To promote the interests of SWMTC;
- To manage our employees;
- To maintain our own accounts and records;

- To provide information required by Durham University (Common Awards);
- To provide information required by Ministry Division of the Church of England
- To provide information required by other sponsoring bodies (eg Methodists) or funders/grant-making organisations
- To provide reports to sponsoring Bishops and Dioceses
- To provide reports and reference to forwarding Bishops and Dioceses
- To inform you of information regarding new courses and further/additional study opportunities
- To inform you of training events
- To inform you of grant-making bodies

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

- Processing is necessary for legitimate interests (the performance of the contract between us to provide learning opportunities);
- Processing is necessary for compliance with a legal obligation;
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim 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 except as set out in 5 below
- Explicit consent of the data subject (after graduation/completion of studies) so that we can keep you informed about news, events and activities.

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

Your personal data will be treated as strictly confidential and will only be shared with SWMTC staff in order for us to provide you with the learning opportunities you have requested.

If you are studying for credit, we will also share your personal data (Full Name, gender and date of birth) with Durham University, as the awarding body for Common Awards.

We will ask for your written/emailed consent before sharing any other personal information (e.g. Email address) with Durham University or any other organization.

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

##### **Students:**

We will retain your personal data whilst you are studying with SWMTC.

We will also keep your personal data, including the qualification(s) you gain for 6 years after you complete your studies with SWMTC.

Your name, gender, date of birth and the qualification gained will also be retained by Durham University.

##### **Employees:**

We will retain your personal data whilst you are employed by SWMTC, and after you have left our employment to enable us to comply with pension record requirements.

##### **Others:**

We will retain your personal data whilst you are connected/involved with SWMTC and thereafter until you ask us to delete it.

## **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 SWMTC holds about you;
- The right to request that SWMTC 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 SWMTC to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability);
- 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.

## **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, or if you have queries or complaints, in the first instance please contact [admin@swmtc.org.uk](mailto:admin@swmtc.org.uk)

Alternatively, you can contact the Information Commissioner's 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.