**The Society of the Faith (Incorporated)**

Registered in England as a limited company number 214216

Registered with the Charity Commission number 232821

**PRIVACY NOTICE**

**Data protection and the General Data Protection Regulation (GDPR)**

1. General principles

The Society of the Faith has always taken data protection seriously and has not shared personal data with other organisations or individuals (except with the prior permission/knowledge of the individual) . The Data Protection Act 1998 is being replaced on 25 May 2018 by the introduction of the General Data Protection Regulation (GDPR), which covers the UK and the European Union.

The GDPR includes the following principles as to data protection:

1. Personal data shall be:

i) processed lawfully, fairly and in a transparent manner in relation to the data subject (‘lawfulness, fairness and transparency’);

ii) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall, in accordance with [Article 89](https://gdpr-info.eu/art-89-gdpr/)(1), not be considered to be incompatible with the initial purposes (‘purpose limitation’);

iii) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (‘data minimisation’);accurate and, where necessary,

iii) kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay (‘accuracy’);

2. How the Society of the Faith uses personal information

*a) Members*: when an individual makes an application to join the Society of the Faith, he/she is asked to provide his/her name and contact details. If the application is refused, which is rare, any personal information is destroyed. Once an individual has become a member, he/she is invited to pay the subscription by banker’s order and is offered a Gift Aid form. The member may send a copy of the completed banker’s order, although this is not a requirement. These limited personal details are kept in paper files and on a computer. They are never shared with other organisations (except with permission) and are used only for communicating with the member – for example, to invite him/her to the Annual General Meeting or events run by the Society of the Faith.

*b)* *Trustees*: members who are elected to the trustee body (the Court of Fellows) are additionally asked to provide any extra information required by the Charity Commission, for example, their date of birth.

*c) Applicants for grants*: the Liddon Fund, which is a restricted fund, provides grants to postgraduate Theology students. There is a separate privacy notice for the Liddon Fund, although the principles are the same as for the Society of the Faith in general. By making an application and sending relevant documentation, the applicant is giving permission for the Society to process the information in an appropriate way. Any personal details are stored securely in paper files and/or on a computer, used only for the purpose for which they were sent and destroyed after a reasonable period. What is reasonable depends on circumstances. For example, if an applicant is pursuing doctoral studies over a period of 3-4 years, the information may be kept on file in case that applicant wishes to make a repeat application.

Applications relating to the Society’s general fund, or the Hoare Trust, generally do not involve personal data, as they tend to come from parishes or other organisations. However, in cases where they do involve personal data, this will be used as stated above.

*d) Tenants/lessees*: the Society of the Faith lets out surplus accommodation in Faith House, mostly to other organisations/charities. In the case of an individual, the personal data which relates to the lease/tenancy only is retained, and that only while it is relevant to the lease or tenancy. This may extend beyond the termination date in case of any subsequent claims, but the data is destroyed once it becomes irrelevant.

It is necessary to retain some information for archive purposes. This particularly relates to Minutes of meetings, which form important archive material and should be retained by the charity indefinitely. However, the Minutes usually make minimal references to individuals’ personal information and record little more than the name and the decision about a grant. Applicants’ and beneficiaries’ personal names are not included in the Charity’s annual report and accounts.

3. Access to information

The Society has always been open to requests from applicants for access to their own processed data and this will not change when the GDPR comes into force. Under the GDPR, information must generally be provided to bona fide applicants without charge and within a month. Applicants also have the right to have inaccurate processed data corrected. The Society does not exchange data with other organisations or databases.

4. Further information about the GDPR

There is a good deal of information available on the internet but little of it relates specifically to small or medium charities which do not fundraise. The law applies to all organisations but there is a higher level of risk with charities and organisations which carry out fundraising (which the Society does not) or which maintain databases of donors. The best source of information is the website of the Information Commissioner’s Office.