

## OSC Privacy Statement

Any information that you provide to OSC will be used by OSC staff for purposes only in connection with the activity to which you have expressed an interest. This includes communication by post, telephone, email and Google Forms.

Your information will never be disclosed for marketing purposes. The data may be stored on a computer and may be shared with OSC staff and two nominated OSC volunteers, Hemara Earl or Kim Thornley, only in conjunction with activities which they help to run.

Your details can be removed from our stored records within 28 days of an emailed or written request to Jo Curtis, Volunteer Administrator at [jo.curtis@oxfordschoolschaplaincy.org](mailto:jo.curtis@oxfordschoolschaplaincy.org) or [info@oxfordschoolschaplaincy.org](mailto:info@oxfordschoolschaplaincy.org). You have a right to complain to the Information Commissioner's Office if you believe there is a problem with the handling of your data.

We will retain your information only as long as the activity to which you have subscribed, or before that, if you ask us to remove it. Your information will then be archived or removed in line with UK Data Protection Legislation

OSC is committed to the **key principles of GDPR**, about processing your personal data:

- Data must be collected lawfully, fairly and transparently
- It must be collected for specific, explicit and legitimate purposes
- It must be limited to what is necessary for the purposes for which it is processed
- Information must be accurate and kept up to date
- Data must be held securely
- It can only be retained for as long as is necessary for the reasons it was collected.