OSC Privacy Notice

Oxford Schools Chaplaincy

1. About this Privacy Notice

Oxford Schools Chaplaincy (OSC) respects your privacy and is committed to protecting your personal information.

This Privacy Notice explains how OSC collects, uses, stores and protects personal information when you:

- contact us;
- express an interest in an OSC activity;
- register for or attend an OSC event or activity;
- communicate with us by email, telephone or post;
- complete an OSC online form, including an application or reference form provided through Microsoft Forms; or
- use the OSC website.

OSC will only use your personal information for legitimate purposes connected with our charitable activities. We will not sell your personal information or provide it to third parties for their own marketing purposes.

1. Who is responsible for your information

Oxford Schools Chaplaincy is responsible for the personal information it collects and uses.

If you have any questions about how OSC handles your information, or wish to exercise your data protection rights, please contact:

Email: info@oxfordschoolschaplaincy.org

2. What information may we collect

Depending on how you interact with OSC, we may collect information such as:

- your name;
- postal address;
- email address;
- telephone number;
- your church, school or organisation;
- information about activities or events you have registered for or expressed an interest in;
- information provided through applications or references;
- information you provide when completing an OSC online form; and

- other information that you voluntarily provide to us which is relevant to the activity, service or purpose concerned.

We will only collect information that is relevant and necessary for the purpose for which it is being collected.

3. How do we use your personal information

We may use your personal information to:

- respond to enquiries;
- communicate with you about an activity or event in which you have expressed an interest;
- organise and administer OSC activities and events;
- process applications for employment or volunteering;
- obtain and consider references where appropriate;
- maintain appropriate records of our activities;
- communicate with churches, schools, volunteers and other individuals involved in OSC activities;
- provide information or resources that you have requested;
- meet our legal, safeguarding, financial or regulatory responsibilities where applicable; and
- administer and develop the work of Oxford Schools Chaplaincy.

We will not use your personal information for unrelated purposes without providing appropriate information about that use.

4. Our lawful basis for using your personal information

Under UK data protection law, OSC must have a lawful basis for processing personal information.

Depending on the circumstances, OSC may rely on:

- **consent**, where you have given us permission to use your information for a specific purpose;
- **legitimate interests**, where using your information is necessary for the effective administration and delivery of OSC's activities and does not unfairly override your rights and interests;
- **legal obligation**, where we need to process information to comply with the law; or
- another lawful basis where this is appropriate to the particular circumstances.

Where we rely on consent, you can withdraw your consent at any time.

For recruitment and volunteering, OSC may also process information where this is necessary to take steps at your request before entering into a contract or to meet legal obligations relating to employment and safeguarding.

5. Who may have access to your personal information

Your information may be accessed by authorised OSC staff and Trustees where this is necessary for their role.

It may also be shared with a nominated OSC volunteer where that person is helping to organise or administer a particular OSC activity and access to the information is necessary for that purpose.

OSC will only share information where there is a legitimate reason to do so and will seek to ensure that personal information is handled securely and appropriately.

We do not sell personal information or provide it to third parties for their own marketing purposes.

Where OSC uses external organisations to provide services on our behalf, such as Microsoft Forms, email, website hosting or other IT services, we will take appropriate steps to ensure that personal information is handled in accordance with data protection requirements.

6. Online forms and applications

OSC uses **Microsoft Forms** for some applications, references and other information-gathering activities.

Information submitted through Microsoft Forms will only be used for the purpose explained when the information is collected. This may include recruitment, volunteer applications, references or administration of OSC activities.

Where personal information is collected through Microsoft Forms, OSC will take appropriate steps to ensure that it is handled securely and in accordance with applicable UK data protection legislation.

8.How long do we keep your personal information

OSC will not keep your personal information for longer than is necessary for the purpose for which it was collected.

The appropriate retention period will depend on the type of information and the reason it was collected. Some information may need to be retained for longer where there is a legal, safeguarding, financial, accounting or governance reason to do so.

When information is no longer required, it will be securely deleted, destroyed or anonymised as appropriate.

If you ask OSC to remove your information, we will consider your request in accordance with UK data protection law. Some information may need to be retained where there is a legitimate or legal reason to do so.

9.Keeping your information secure

OSC takes reasonable and appropriate steps to protect personal information against loss, misuse, unauthorised access, alteration or disclosure.

Access to personal information is limited to people who need it for legitimate OSC purposes.

However, no method of transmitting or storing information electronically can be guaranteed to be completely secure.

10. Your data protection rights

Depending on the circumstances and the lawful basis for processing, you may have rights under UK data protection law including the right to:

- ask what personal information OSC holds about you;
- request a copy of your personal information;
- ask us to correct inaccurate or incomplete information;
- request that your information is erased where the law allows;
- ask us to restrict how we use your information in certain circumstances;
- object to certain types of processing, including processing based on legitimate interests;
- withdraw consent where we are relying on consent to process your information; and
- request the transfer of your information in certain circumstances.

These rights are not absolute and may not apply in every situation.

To exercise your rights, please contact:

Email: info@oxfordschoolschaplaincy.org

We will respond to requests in accordance with the requirements of UK data protection law.

11. Cookies and the OSC website

The OSC website uses only cookies that are necessary for the website to operate effectively.

OSC does **not** use analytics cookies or other non-essential cookies to track visitors or analyse their use of the website.

Where the website uses essential cookies, these are used only where necessary for the operation, security or functionality of the website.

12.Children and young people

OSC works with children and young people through schools and other activities.

Where OSC collects personal information about children or young people, we will take particular care to ensure that the information is collected, used and protected appropriately and in accordance with UK data protection and safeguarding requirements.

Where appropriate, information will be collected from or shared with a parent, guardian, school or other responsible organisation rather than directly from a child.

13.Special category information

In some circumstances, OSC may need to process information that is considered **special category personal data** under UK data protection law, for example information relating to health or disability where this is relevant to an individual's participation, employment, volunteering or safeguarding.

Where this occurs, OSC will ensure that an appropriate lawful basis and any additional legal condition required for processing special category data are in place.

Such information will be treated confidentially and accessed only where there is a legitimate need to do so.

14. Changes to this Privacy Notice

OSC will review this Privacy Notice regularly and update it when necessary, particularly if there are changes to the way we use personal information or changes to data protection legislation or guidance.

The current version will be made available on the OSC website.

15. Complaints

If you have a concern about the way OSC has handled your personal information, we encourage you to contact us first so that we can try to resolve the matter.

You also have the right to complain to the **Information Commissioner's Office (ICO)**, which is the UK's independent supervisory authority for data protection.

Information Commissioner's Office

Website: https://ico.org.uk/

16. Data Protection Principles

OSC is committed to complying with the key data protection principles. Personal information should be:

- processed lawfully, fairly and transparently;
- collected for specified, explicit and legitimate purposes;
- adequate, relevant and limited to what is necessary;
- accurate and kept up to date where necessary;
- kept securely;
- retained only for as long as necessary; and
- handled in accordance with individuals' rights under data protection law.