



Staff Privacy Notice

1 General Information

The Presbyterian Church of Wales ('PCW') is committed to protecting the privacy and security of your personal information.

Under data protection law, the PCW is a "data controller". This means that the PCW holds personal information about you and is responsible for deciding how that personal information is stored and used.

As a data controller, the PCW is legally required to provide certain information to individuals whose personal information we collect, obtain, store and use. That information is contained in this document (our "Privacy Notice").

It is important that you read this document (together with any other Privacy Notices we may provide to you on specific occasions), so that you are aware of how and why we are using your personal information and the rights you have in relation to your personal information.

This Privacy Notice applies to all staff (including those with a Christian occupational requirement to their role).

The PCW will comply with data protection law. This means that the personal information held about you must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- Relevant to the purposes you have been told you about and limited only to those purposes;
- Accurate and kept up to date;
- Kept only as long as necessary for the purposes you have been told you about;
- Kept securely.

2 What Personal Information do we hold about you?

As a member of staff of the PCW you will be asked to provide certain personal information relating to you at the outset of your employment with the PCW.

Data protection law protects personal information which is essentially any information from which an individual can be identified. There is a type of personal information which receives additional protection because of its sensitive or private nature, this is sometimes referred to as 'special category personal information' and means personal information about an individual's race, ethnic origin, political opinions, religious or philosophical beliefs, trade union membership (or non-membership), genetics information, biometric information (where used to identify an individual) and information concerning an individual's health, sex life or sexual orientation.

This information is collected either directly from you or sometimes from third parties including minister /church leader, former Denomination, former employers, former College tutor, credit reference agencies or other background check agencies, pension administrator, medical professionals,



other employees, the home Office, intranet and internet facilities, the Disclosure and Barring Service, Interdenominational Protection Panel.

The information collected during your employment with the PCW will include:

- your name, address and contact details*
- your date of birth*
- your gender
- your family details
- Your photograph, and/or audio and/or video recording of you in connection with your work
- your education and qualifications*
- your skills, experience and membership of professional bodies*
- your National Insurance number and tax code*
- your emergency contact details and next of kin
- your bank details, payroll details and tax status information*
- your salary, annual leave, pension and benefits details
- evidence of your ability to work in the UK, your nationality and immigration status*
- your driving licence
- information provided about you from your previous employer(s) or former Denomination and other referees
- your work history
- information collected during the recruitment process that we retain during your employment
- your working terms and conditions (e.g. pay, hours of work, holidays, benefits)
- details of any other offices or appointments or business interests you hold
- any accidents connected with work
- any training you have undertaken
- any disciplinary, grievance or other issues relating to your employment or in relation to which you are able to provide information
- your attendance record and leave taken (e.g. holiday, sickness absence, family leave)
- your performance reviews
- any other personal information you share with the PCW, including lifestyle and social circumstances
- any reasonable adjustment(s) made to your role or your work under the Equality Act 2010
- CCTV footage and any other information obtained through electronic means
- Information about your use of the PCW IT, communication and other systems
- Details of your use of PCW related social media such as Facebook, Twitter, Instagram or LinkedIn
- any other information contained on your personnel file
- details of Christian life and experience (where there is an occupational requirement for the post holder to be a Christian)

Some of the personal data requested will be because of a legal or contractual requirement to obtain and use the information or it is necessary for the information to be provided in order to be able to enter into a contract with you (this information is noted with an * above). Failure to provide certain information will prevent the PCW from engaging you or from performing the contract entered into with you.



3 What will we use your personal information for and what are our legal bases for doing so?

The personal information the PCW holds about you will be used for a number of different purposes, which are listed below. Under data protection law a valid legal basis is required for using your personal information, set out below are the legal bases which the PCW will be relying upon.

3.1 The personal information held about you will be used for the following reasons:

- to comply with and demonstrate compliance with legal obligations, such as checking you are legally entitled to work in the UK, deducting PAYE and National Insurance contributions, complying with equality legislation and other employment laws
- to prevent fraud
- to comply with health and safety obligations
- to comply with and demonstrate compliance with any regulatory requirements

In these cases, the legal basis that we will be relying upon to process your personal information will be because it is necessary for us to do so to comply with our legal obligations.

3.2 The personal information held about you will also be used for the following reasons:

- to comply with the PCW contract with you and inform you of any changes
- to pay you and provide you with any benefits you are entitled to including pension
- to deal with any disciplinary and grievance issues which may arise relating to you or in respect of which you may be able to provide relevant information
- to record your absences from work and your leave
- to review and manage your performance and development
- for general contract administration purposes

In each of these cases the legal basis that the PCW will be relying upon to process your personal information will be because it is necessary for the performance of the contract between us.

3.3 We will also use the personal information we hold about you for the following reasons:

- for management and administrative purposes, including accounting and auditing
- to respond to reference requests
- to monitor compliance with any of the PCW rules, policies and procedures
- to conduct performance reviews, manage performance and determining performance requirements
- to make decisions about salary reviews and compensation
- to assessing qualifications for a particular job or task, including decisions about promotions
- to gather evidence for possible grievance or disciplinary hearings
- to make decisions about your continued employment
- to make arrangements for the termination of our relationship
- to assess education, training and development requirements
- to ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- in order to pray for your work



- We may use the fact that you or a staff member for historical research purposes

In these cases, the legal basis that we will be relying upon to process your personal information will be because it is in our legitimate interests. Our specific legitimate interests are:

- to act in a manner that is fair and reasonable and honours God in relation to your employment and our employment of others and be able to demonstrate good employment practice and/or
- to comply with and demonstrate compliance with employment obligations and/or the PCW rules, policies and procedures and/or
- to enable us to manage the PCW effectively and efficiently

4 What Special Category Personal Information do we hold about you?

We will need to keep certain special category personal information in relation to you which might be relevant to your employment, such as your:

- racial or ethnic origins
- political opinions
- religious or philosophical beliefs
- membership of a trade union
- physical or mental health (including details of any disability)
- sexual orientation
- details of any known disability
- commission or alleged commission of any offence, including the results of Disclosure and Barring Service ('DBS') checks

5 What will your special category personal information be used for and what are the legal bases for doing so?

The PCW will use the special category personal information held about you for a number of different purposes, which are listed below. Data protection law prohibits the PCW from processing any special category personal information unless we can satisfy at least one of the conditions laid down by data protection law. The specific conditions relied upon when processing special category data are also listed below.

5.1 The special category personal information held about you is used for the following reasons:

- to monitor equality and diversity

In this case the condition relied upon for processing the information is to monitor equality and diversity which is necessary for reasons of substantial public interest, namely for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people specified in relation to that category with a view to enabling such equality to be promoted or maintained.

5.2 The special category personal information held about you is also used for the following purposes:

- to comply with and demonstrate compliance with employment law and best practice and any other applicable laws



- to comply and demonstrate compliance with any regulatory requirements
- to deal with any disciplinary and grievance issues which may arise relating to you or others in respect of which you may be able to provide relevant information
- to record your absences from work
- to provide you with any health benefits you may be entitled to
- to assess your fitness for work
- to make any reasonable adjustments to your role

In these cases, the conditions relied upon for processing the information is because it is necessary for the purposes of carrying out the obligations and exercising specific rights in the field of employment law.

- 5.3 Holding roles within the PCW which have a Christian occupational requirement (e.g. Ministries Department workers) will reveal your religious or philosophical beliefs. Where the PCW processes information which reveals your religious belief, this will be done on the basis that you have manifestly made that information public.
- 5.4 In cases where a claim has been brought against the PCW or there is a potential risk of a legal dispute or claim the PCW may need to process your special category personal information where it is necessary for the establishment, exercise or defence of legal claims.
- 5.5 There may be circumstances where PCW needs to process your special category personal information, particularly relating to your health, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent.
- 5.6 Where appropriate, PCW will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of your employment.

The PCW will only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary for reasons of substantial public interest, namely, preventing or detecting unlawful acts, safeguarding purposes, protecting the public against dishonesty, preventing fraud or suspicion of terrorism or money laundering.

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

6 Further general information about using your personal information

The PCW will only use your personal information for the purposes for which it was collected, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If the PCW needs to use your personal information for an unrelated purpose, we will notify you and will explain the legal basis which allows your personal information to be used.

Please note that the PCW may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

The PCW does not carry out any automated decision-making or profiling in relation to you.



7 Who your information is shared with?

Your personal data will be held by the PCW. Your personal data will be shared internally with other parts of the PCW, where this is reasonably necessary for the processing purposes set out in section 3 above, for example, a Ministries Department worker's contact details may be shared in order for a church to arrange for you to lead church activities.

From time to time we will need to share your information with external people and organisations. We will only do so where we have a legitimate or legal basis for doing so and in compliance with our obligations under data protection laws.

Your information may be disclosed to:

- **Her Majesty's Revenue and Customs (HMRC)** in connection with your pay and benefits
- **Banks and other financial institutions** (Barclays) in connection with your pay and benefits
- **Pensions providers** (Barnett Waddingham, Aegon, Sarasin & Partners LLP, Liverpool Victoria Friendly Society Limited) for providing and administering your pension
- **Payroll provider** (Iris, Lake Financial) to enable you to be paid
- **Companies and businesses who provide or administer any benefits offered** (WHA).
- **Other people who help us** provide our website, in-house WIFI network, they include information technology experts who design and host our website (B2B, Microsoft, BT)
- **Our insurers and insurance brokers** (Jelf (Bluefin), Congregational & General) who provide us with comprehensive cover against the risks of running a church
- **Employment and recruitment agencies and outplacement organisations** (Hays)
- **Professional bodies and regulators** such as RICS, The Law Society.
- **Our professional advisors** including our accountants when they need it to give us their professional advice (PWC, ADVE, Eversheds, Geldards, Keely's, Investec, CDM, Presbytery Solicitors and Estate Agents).
- **Occupational Health and other medical professionals including social and welfare organisations** to provide us with medical opinions in relation to any medical condition, illness or disability you may have or develop during the course of your employment (Miller Heath)
- **The Police, local authorities, the courts** and any other government authority if they ask us to do so (but only if us doing so is lawful)
- **Other people who make a subject access request**, where we are allowed to do so by law
- **Complainants**, where this is necessary to respond to any complaints received
- **Where we are legally obliged to do so**, e.g. to comply with a court order
- **Prospective employers** in response to reference requests
- **Educational establishments, examination bodies, course providers** (South Wales Baptist College, Coleg yr Annibynwyr Cymraeg, Union, Universities and other Colleges, ACAS) in relation to any training you undertake or have undertaken
- **Your family or representatives**
- **Translators who translate documentation and provide a simultaneous translation service** (e.g. Prysg, Atebol)
- **Interdenominational Protection Panel** for safeguarding purposes
- **Interdenominational organisations** as part of your work (e.g. Cytun, CLAS) or part of our contractual reporting requirements (e.g. Council for World Mission)
- **Other churches** as part of our contractual reporting requirements (e.g. Presbyterian Church of India) or as part of your work (e.g. Union of Welsh Independents, Baptist Union of Wales, Church in Wales)
- **Travel agents** who arrange flights (e.g. Key Travel)
- **Hotels and universities to arrange accommodation** (e.g. Glyndwr University, Cardiff Met)



- **Archive service providers** (Restore, National Library of Wales) to archive documentation
- **Printing service providers** (e.g. Gwasg y Bwthyn, Cyhoeddiadau'r Gair, Vista) to print and distribute documentation or newsletters
- **Rent Smart Wales** to comply with the legal obligation
- **Charity Commission** to comply with regulatory requirements
- **The church news section of the local paper**

8 International Transfer of Your Information

On occasion it will be necessary for us to send your personal information to countries outside the European Economic Area, for example if you visit Presbyterian churches within these countries. In such circumstances, we will need to send some of your personal information to the overseas church in order to arrange your visit. We will only transfer your personal information in such circumstances where we have your explicit consent to do so.

9 How Long Is Your Information Kept For?

To make sure legal data protection and privacy obligations are met, the PCW only holds on to your information for as long as it is actually needed for the purposes the PCW acquired it in the first place.

This means the PCW will keep your information for the period of your employment and for a period of 7 years thereafter. The reason for keeping your personal data for this length of time is to comply with HMRC requirements and because of the fact that some claims can be brought up to 6 years after your employment ends.

Many of our publications and documentation e.g. Year Book and Diary, are archived in the National Library of Wales for historic research purposes, and such publications and documentation may include your personal details. The consent of the Historical Society of the Presbyterian Church of Wales is required to access the archives.

To determine the appropriate retention period for personal data, the PCW considers the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether those purposes can be achieved through other means, and the applicable legal requirements.

10 Individuals' rights

Data protection legislation provides individuals with a number of different rights in relation to their data. These are listed below and apply in certain circumstances:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information held about you and to check that it is being lawfully processed.
- **Request correction** of the personal information that held about you. This enables you to have any incomplete or inaccurate information held about you corrected.
- **Request erasure** of your personal information. This enables you to ask the PCW to delete or remove personal information where there is no good reason for continuing to process it. You also have the right to ask the PCW to delete or remove your personal information where you have exercised your right to object to processing (see below).



- **Object to processing** of your personal information where the legal basis for processing the personal data is legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where your personal information is being processed for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask to suspend the processing of personal information about you, for example if you want to establish its accuracy or the reason for processing it.
- **Request data portability** of your personal information. In certain circumstances, you may have the right to require the provision of an electronic copy of your personal information either for your own use or so that you can share it with another organisation. Where this right applies, you can ask the PCW, where feasible, to transmit your personal data directly to the other party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Head of Strategic Support at the General Assembly Office.

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, a reasonable fee may be charged if your request for access is clearly unfounded or excessive. Alternatively, the PCW may refuse to comply with the request in such circumstances.

What may be needed from you

PCW may need to request specific information from you to help confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

11 Ability to withdraw consent

Where your personal data is processed on the basis of your consent or explicit consent, you have the right to withdraw your consent to the processing at any time. You can do this by emailing the Head of Strategic Support at the General Assembly Office. Any withdrawal of consent will not affect the lawfulness of any processing of your personal data based on consent before the withdrawal is notified.

12 Accuracy

If any of your personal details change during your employment you should contact the Human Resources Department at the General Assembly Office to notify them and provide them with the updated accurate information.

13 Updates to this privacy policy

The ways in which your information is used is reviewed regularly. In doing so, the PCW may change what kind of information collected, how it is stored, who it is shared with and how it is acted upon.

Consequently, this privacy policy may need to be changed from time to time to keep it accurate and



up-to-date.

14 About Us

The PCW is the data controller of the information you provide. The term “data controller” is a legal phrase used to describe the person or entity that controls the way information is used and processed.

15 Where to Go if You Want More Information About Your Rights or to make a Complaint

The Information Commissioner’s Office (ICO) regulates data protection and privacy matters in the UK. They make a lot of information accessible on their website and they ensure that the registered details of all data controllers such as ourselves are available publicly. The information is available on their website.

You can make a complaint to the ICO at any time about the way we use your information. However, we hope that you would consider raising any issue or complaint you have with us first. We will always do our very best to solve any problems you may have.

16 Contact

You’re welcome to get in touch with the PCW to discuss your information at any time.

Contact details are here: Head of Strategic Support at the General Assembly Office, 029 2062 7465.