

## **Mothers' Union Diocese of Peterborough Fair Processing Notice**

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### **1. Scope**

This notice applies to all data subjects whose data is processed by Mothers' Union Diocese of Peterborough.

### **2. Responsibilities**

The Data Controller is responsible for ensuring that all potential data subjects have sight of this notice prior to the collection and/or processing of their personal data by Mothers' Union Diocese of Peterborough.

All employees or volunteers of Mothers' Union Diocese of Peterborough who interact with data subjects are also required to ensure that this notice is brought to the attention of all data subjects, securing their consent for the processing of their personal data.

### **3. Fair Processing Notice**

Mothers' Union Diocese of Peterborough will use the personal data collected from you for the following purposes:

**Maintaining membership records of the charity and sharing with Mary Sumner House (head office of the charity) as necessary for the purposes of the MSH membership database and Finance Department.**

**Collating data on the membership numbers in each branch and the work they undertake on behalf of the Mothers' Union.**

**Informing members of news, events and activities by letter, phone and email.**

**Publication of contact details on documents such as list of elected officers of the charity and Speaker's lists.**

**Recording subscriptions and donations to the charity including Gift Aid information.**

**Informing members of fundraising activities on behalf of the Mothers' Union.**

**Personal data for applicants on Away From It All (AFIA) holidays & recipients of activities funded by AFIA.**

**Personal data with regard to Lunch Club participants.**

You hereby confirm that you are consenting to Mothers' Union Diocese of Peterborough's use of your personal data for the aforementioned purposes and are granting Mothers' Union Diocese of Peterborough permission to carry out those actions and activities.

You may withdraw your consent at any time by reading our Right to Withdraw Consent Procedure

#### **4. What is Personal Data?**

The EU's General Data Protection Regulation ("GDPR") defines "personal data" as:

*"any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".*

The GDPR classifies certain data as belonging to "special categories", as follows:

- Racial origin;
- Ethnic origin;
- Political opinions;
- Religious beliefs;
- Membership to a trade-union;
- Genetic data;
- Biometric data;
- Health data;
- Data concerning a natural person's sex life;
- Sexual orientation; and
- Other.

The GDPR requires that consent is provided by the data subject for all types of personal data, including those pertaining to the special categories set out above and otherwise. Consent must be explicitly provided.

When Mothers' Union Diocese of Peterborough requests sensitive data from data subjects, it is required to confirm why the information is required and how it will be used.

#### **5. Why does Mothers' Union Diocese of Peterborough need to collect and store personal data?**

Mothers' Union Diocese of Peterborough is committed to ensuring that all personal information collected and processed is appropriate for the stated purpose(s) and shall not constitute an invasion of your privacy. We may share your personal data with third party service providers who are contracted by us and we shall ensure that they will hold your personal data securely and shall

use it only in order to fulfill the service for which they are contracted. When there is no longer a service need, or the contract comes to an end, the third party will dispose of all personal data according to our procedures. We will never share your personal data with third parties until we have received your consent, unless we are required to do so by law.

## **6. How Mothers' Union Diocese of Peterborough uses your information**

Mothers' Union Diocese of Peterborough will process your data (i.e. collect, store and use) according to the requirements of the GDPR at all times and shall endeavor to keep your personal data up-to-date, ensuring its accuracy and will not keep it for longer than it is required. In some situations, there are set legal requirements for the length of time that Mothers' Union Diocese of Peterborough will retain your personal data, but usually Mothers' Union Diocese of Peterborough will use its discretion, ensuring that personal data is not kept outside of our usual business requirements.

We shall never be intrusive or invasive of your personal privacy and shall not ask you to provide data that is irrelevant or unnecessary and we will enact strict measures and processes to ensure that the risk of unauthorised access or disclosure of your personal data is minimised as much as possible.

## **7. Document owner**

The Data Controller is the owner of this policy document and must ensure that it is periodically reviewed according to the review requirements contained herein.

The latest version of this policy document dated 24<sup>th</sup> June 2025 is available to all employees and volunteers of Mothers' Union Diocese of Peterborough on the Diocesan website <https://mothersunionpeterborough.org>

This policy document was approved by Mothers' Union Diocese of Peterborough's Board of Trustees and is issued by the Diocesan President ("DP") on a version controlled basis.

Name of DP: Helen Lynett

Date: 24<sup>th</sup> June 2025

## Retention Procedure

Role	Responsibility
Data Owner	To ensure that the collection, retention and destruction of all personal data by each department is carried out according to the requirements of the GDPR.
Treasurer	To ensure that all financial records, including accounting and tax records are retained for no longer than 7 years.
Diocesan President	To ensure that all HR records are retained no longer than 6 years in total.
Health and Safety Officer	To ensure that all Health and Safety records are retained in accordance to MU's Public Liability Insurance policy (normally 40 years).
Treasurer	To ensure that all relevant statutory and regulatory records are retained for statutory limitation periods. (with the exception of the aforementioned records listed above).
Treasurer	Donor's data if lapsed should not be kept beyond the 7 years tax audit.
Communications Coordinator	Consent to receive communication is advised to be refreshed every 3 years other than the consent already obtained to use photographs and video footages.

## Change history record

Issue	Description of Change	Approval	Date of Issue
1			
2			
3			