

Mothers' Union Diocese of Salisbury Fair Processing Notice relating to Co-Controller Agreement

1. Background

Mothers' Union Diocese of Salisbury (**MUDoS**) has entered into a Co-Controller Agreement with Mothers' Union (**MSH**) in relation to a digital storage facility provided by MSH for member data and referred to as the 'Directory'. The Co-Controller Agreement (available to all members on www.salisbury.anglican.org/mission/mothers-union) reflects the arrangements that MSH and MUDoS have agreed to put in place to facilitate between them the sharing for **Agreed Purposes** (as described in paragraph 3 below) of **Personal Data** (defined in paragraph 2) relating to members.

This Notice applies to all members whose Personal Data is **processed** (defined in paragraph 2) by MSH and MUDoS pursuant to the Co-Controller Agreement and explains the Agreed Purposes under that Agreement for which Personal Data of such members may be used (see paragraph 3 below).

The Diocesan President is responsible for ensuring that all members of MUDoS have sight of this Notice.

2. Definitions

For the purposes of this Notice, **Personal Data** means:

any information relating to an identified or identifiable natural person. 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.

For the purposes of this Notice, **processing** means:

any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

For the purposes of this Notice, **Permitted Recipients** means:

MSH, MU DoS, the presidents, members, trustees/directors and employees of each of MSH and MUDoS, and any third parties engaged to perform obligations in connection with the Co-Controller Agreement (such as but not limited to contracted service providers).

For the purposes of this Notice, **Shared Personal Data** means:

the Personal Data to be shared and processed between the MSH and MUDoS and confined to the following categories of information relevant to members:

- a) The names, email addresses, telephone numbers, addresses and role titles.*
- b) Areas of interest and personal contact preferences.*
- c) Subscription, donation and other forms of payments.*

For the avoidance of doubt, Shared Personal Data shall not include personal data requiring consent and referred to in paragraph 3 and paragraph 4 of the MUDoS Fair Processing Notice (available on www.salisbury.anglican.org/mission/mothers-union).

3. Agreed Purposes

Under the Co-Controller Agreement, MSH and MUDoS consider that sharing Personal Data is necessary for the following purposes:

- a) to enable MSH to deliver on its contractual obligations to MUDoS;
- b) for processing for the purpose of legitimate interests pursued by MUDoS, namely
 - to enable MUDoS to maintain, and circulate to such Permitted Recipients (see definition of Permitted Recipients in paragraph 2 above) for such use as MUDoS considers appropriate and agrees, up-to-date records of its members' contact information and other accepted categories of Shared Personal Data;
- c) for MSH to be able to provide members in Britain and Ireland with direct secure access to their personal records - for the purposes of updating and correcting information.

On termination of the Co-Controller Agreement, Personal Data relating to members may be retained by or, as the case may be, transferred to one or more of the Permitted Recipients, their successors or assigns.

4. Rights to control personal data

Members have the right to ask MUDoS for all information it holds about them. A response will be provided in one month and no fee for a first request will be charged although additional requests and requests that are manifestly unfounded or excessive may be subject to an administrative charge.

5. Document owner

The Diocesan President is the owner of this Notice and must ensure that it is periodically reviewed.

This Notice was approved by MUDoS's Board of Trustees and is issued by the Diocesan President (**DP**) on a version controlled basis.

The latest version of this Notice is available to all members of MUDoS on www.salisbury.anglican.org/mission/mothers-union.

Name of DP: **Rosemary Stiven**

Date: **January 2020**

Change history record

Issue	Description of Change	Approval	Date of Issue
1			
2			
3			