

DATA PRIVACY STATEMENT

St Andrew's Parish Church of Scotland

March 2022

1. Personal data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

2. Data Controller

The trustees of St Andrew's Parish Church of Scotland is the data controller (contact details below). This means the trustees decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The trustees of St Andrew's Parish Church of Scotland complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the following purposes: -

- to administer members of the congregation and its organisation/projects;
- to administer and manage employees;
- to administer the Kirk Session;
- to maintain our financial accounts and records, including the processing of gift aid and HMRC payments;
- to provide news and information about events, activities and services of the congregation and its organisation/projects;
- to fundraise and promote the interests of the congregation;
- to enable the congregation to provide services for the benefit of the public;
- to provide contact details of office bearers and others with specific responsibilities (eg safeguarding co-ordinators).

4. What is the legal basis for processing your personal data?

- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
 - the processing relates only to members (of the congregation and its organisation/projects) , and those who have regular contact with it in connection with those purposes; and
 - there is no disclosure to a third party without consent; or
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement; or
- Explicit consent of the data subject has been given.

5. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the of the congregation or its organisation/projects in order to carry out a service

to other such members or for purposes connected with the congregation. We will only share your data with third parties with your consent.

6. How long do we keep data?

In essence we retain records no longer than is required. Contractual items we keep for 7 years whilst certain long-term items such as our accounts are held indefinitely. Where we have an electronic and paper record, it is the electronic record which we will retain. The Kirk Session of the congregation regularly reviews its policy on data retention. A copy is always on our website, and a printed copy is available free of charge from our office on request.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which the congregation holds about you (a Subject Access Request or 'SAR');
- The right to request that the trustees of congregation corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the congregation to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance the Session Clerk of the congregation in the first instance at St Andrew's Parish Church, Grahamsdyke Avenue, Bo'ness or telephone 01506 825803.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF