

The Parish Church of the Holy Trinity, St Andrews
South Street, St Andrews KY16 9NL
Charity Number SC 017173

PRIVACY NOTICE FOR THE CONGREGATION

Approved and adopted by the Kirk Session on 12th November 2018

Purpose of this Notice

This Privacy Notice outlines how the Congregation, recognising the importance of privacy, will use, disclose and protect personal information. The Congregation, jointly with the Presbytery of St Andrews, is the data controller, and decides how to process data and for what purpose. Personal information includes any information that identifies a living person, such as name, address, email address or telephone number.

How we use information

The Congregation uses the information you give:-

- to administer membership records, including a Communion Roll and Supplementary Roll;
- for pastoral care purposes;
- in relation to participation in Congregational activities ;
- to provide you with information about news, events, and activities within the Congregation or the wider Church of Scotland;
- to provide the services of a parish church to the local community;
- to fulfil contractual or other legal obligations;
- to manage our employees;
- to further our charitable aims, for example through fundraising activities;
- to maintain our accounts and records (including the processing of Gift Aid applications);
- if CCTV is in place, to use it for the prevention and detection of crime.

Disclosure of information

The Congregation will only share your personal information where this is necessary for the purposes set out above. Information will not be shared with any third party outwith the Church of Scotland without your consent, unless we are obliged or permitted to do so by law.

Basis for processing personal information

The Congregation processes your information in the course of its legitimate activities, with appropriate safeguards in place, as a not-for-profit body with a religious aim and on the basis that our processing relates solely to members, former members or people who have regular contact with it, and that this information is not disclosed to any third party without your consent. Where the Congregation adopts this 'legitimate activities' basis of processing (which will apply in most cases) it stands in place of a requirement for consent from the data subject.

The Congregation also processes information (i) where necessary for compliance with legal obligations; (ii) for the purposes of its legitimate interests (where such interests are not overridden by your interests or fundamental rights and freedoms); and (iii) where you have given consent to the processing of your information for a particular purpose.

Storage and security of personal information

The Congregation will strive to ensure that personal information is:-

- accurate and held in a secure and confidential environment;
- kept for as long as you are a member or adherent or have regular contact with it, or so long as the Congregation is obliged to keep it by law or may need it in order to respond to any questions or complaints or to show that you have been treated fairly; or
- kept for statistical purposes and, if so, only for that purpose.

When the information is no longer needed it will be securely destroyed or permanently rendered anonymous. Further information about the Congregation's data retention policy is available on request from the Church Office. You can request details of the personal information which the Congregation holds about you by using the contact details given below.

Inaccuracies and Objections

Please contact the Church Office if you believe that any information the Congregation holds about you is incorrect or incomplete or if you do not wish your personal information to be held in accordance with this Privacy Notice. Information found to be incorrect will be quickly corrected. You have the right (i) to object to use of your personal information; and (ii) to ask the Congregation to remove or stop using your personal information if there is no need for us to keep it. There may be legal or other reasons why we need to keep or use your data, but please tell us if you think that we should not be using it. If the Congregation is processing your data on the basis of your explicit consent, you can withdraw your consent at any time.

Contact the Congregation

You can contact the Congregation by getting in touch with the Church Office at South Street, St Andrews KY16 9NL (Email: holytrinitystandrews@gmail.com Telephone: 01334 478317).

Your right to complain

You have the right to complain to the Information Commissioner's Office about anything relating to the processing of your personal information by the Congregation. You can contact the ICO via its website at www.ico.org.uk or at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.
