

Edinburgh Northwest Kirk
(in this document as 'The Congregation')

Registered Charity number SC006457

Data Protection Policy 3: **Privacy Notice (the Congregation)**

Approved by Kirk Session of Edinburgh Northwest Kirk on

ENK is a member of



The Church of Scotland

CONTENTS

- 1. Purpose of this notice**
- 2. How the Congregation uses information**
- 3. Disclosure of information**
- 4. Basis for processing personal information**
- 5. Storage and security of personal information**
- 6. Getting a copy of your personal information**
- 7. Inaccuracies and objections**
- 8. Contact the Congregation's Data Protection Leads**
- 9. How to complain**

1. Purpose of this Notice

This Privacy Notice outlines the way in which the Congregation will use personal information provided to it. Personal information includes any information that identifies you personally, such as your name, address, email address or telephone number.

The Congregation recognises the importance of your privacy and personal information and therefore outlines below how it is uses, discloses and protects this information. The Congregation, jointly with the Presbytery of Edinburgh and West Lothian is the data controller, because it decides how your data are processed and for what purpose. Further information is available by contacting office@cramondkirk.org.uk.

2. How the Congregation uses information

The Congregation uses the information given to it:

- 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 fulfill contractual or other legal obligations;
- to manage its employees;
- to further its charitable aims, for example through fundraising activities;
- to maintain its accounts and records (including the processing of Gift Aid applications);
- if CCTV is in place this is for the prevention and detection of crime.

3. 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 obliged or permitted to do so by law.

4. 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.

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

5. 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. It will keep your personal information for as long as you are a member or adherent or have regular contact with us or so long as it is obliged to keep it by law or may need it in order to respond to any questions or complaints or to show that the Congregation treated you fairly. The Congregation may also keep your personal information for statistical purposes but only to use it for that purpose. When the information is no longer needed it will be securely destroyed or permanently rendered anonymous. Further information about our Data Retention Policy is available on the ENK website and by contacting office@cramondkirk.org.uk.

6. Getting a copy of your personal information

You can request details of the personal information which the Congregation holds about you by contacting the Data Protection Leads via office@cramondkirk.org.uk.

7. Inaccuracies and Objections

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 or used, please let The Data Protection Leads know. Any information found to be incorrect will be corrected as quickly as possible.

You have the right to object to the Congregation's use of your personal information, or to ask it to remove or stop using your personal information if there is no need to keep it. There may be legal or other reasons why the Congregation needs to keep or use your data, but please tell the Data Protection Leads if you think that it should not be used.

If the Congregation is processing your data on the basis of your explicit consent, you can withdraw your consent at any time. Please contact The Data Protection Leads if you want to do so.

8. Contact us

You can contact the Data Protection Leads by getting in touch via office@cramondkirk.org.uk.

9. How 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.

THIS IS THE END OF THIS POLICY DOCUMENT.