

# Kirkcaldy Congregational Church

## *Privacy Policy*

# Introduction

From May 2018 the introduction of the General Data Protection Regulation (GDPR) requires that individuals are informed about what organisations do with their information, how it is stored and used. This policy outlines how Kirkcaldy Congregational Church will handle information.

## Your personal data – what is it?

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").

## Who are we?

The Diaconate of Kirkcaldy Congregational Church, is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

## How do we process your personal data?

The Diaconate of Kirkcaldy Congregational Church, 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 your personal data for the following purposes:**

- To administer membership records;
- To enable us to provide pastoral services for the benefit of members and others associated with the church as specified in our constitution;
- To promote the church;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform people of news, events, activities and services;

## What is the legal basis for processing your personal data?

- We require explicit consent of the individual (the data subject) so that we can keep people informed about news, events, activities and services;

- We must process information for carrying out legal obligations in relation to Gift Aid or under employment, social security or vulnerable persons protection law;
- We process information as a not-for-profit body with particular philosophical, religious and social aims. This means that:
  - the processing of information relates only to members or former members (or those who have regular contact with the church in connection with our purposes); and
  - there is no disclosure to a third party without additional consent, unless this is required in law.

## Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with office bearers and church visitors as an aid to carrying out their duties. Sharing information with other members of the church would only be with your consent.

## How long do we keep your personal data?

We will keep data only for as long as we need to do so (for example, as long as someone remains a member, or is in receipt of pastoral care etc.)

The exceptions to the above are (i) gift aid declarations and associated paperwork, to be kept for up to 6 years after the calendar year to which they relate, and (ii) church registers which we would treat as archives held in the public interest.

## 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 your personal data which Kirkcaldy Congregational Church holds about you;
- The right to request that Kirkcaldy Congregational Church 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 Kirkcaldy Congregational Church 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 the data subject (individual) with his/her personal data and where possible, to transmit that data directly to another data controller, (for example when transfer has been requested to another church);
- 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 lodge a complaint with the Information Commissioners Office.

## 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.

## Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Minister or the Church Secretary:

Kirkcaldy Congregational Church  
High Street  
Kirkcaldy  
KY1 1LN

Up to date details are to be found in the current Church Newsletter or on the Church website:

[www.kirkcaldycongregationalchurches.org.uk](http://www.kirkcaldycongregationalchurches.org.uk)

### Adoption

Church Secretary:	David Fairgrieve
Signed:	
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