

## Privacy Notice

### **FREE CHURCH OF SCOTLAND (CONTINUING)**

#### **Privacy Notice**

*(This version of the document approved on 7th March 2023)*

This notice explains how the Free Church of Scotland (Continuing) – referred to hereinafter as “the Church” – processes your personal information. Personal information is any information which identifies you personally, including your name, address, email address, and phone number. The notice covers all areas of the Church which process personal information subject to UK or EU legislation, including congregations and Church courts.

The Church is the data controller in terms of data protection legislation, because the Church decides how your data is processed and for what purpose. Contact details are provided below. Any updates to this notice will be published on the website of the Church.

#### **Uses of personal information**

The Church processes personal information for the following purposes:

- to further the purpose of the Church, which is the advancement of the Christian religion;
- to maintain accounting and administrative records, centrally and within congregations, including for Gift Aid;
- for payroll administration and related purposes associated with recruitment or management of staff and volunteers;
- for reception of students and other candidates for the ministry, and training of the ministry;
- to facilitate contact with ministers, elders, deacons, members and adherents of the Church;
- to obtain communion rolls and other records related to Church membership and pastoral care;
- for organisation and administration of conferences, church camps, holidays and clubs involving young people and/or Church members, adherents and other attendees;
- for distribution of the magazines and other official publications of the Church;
- to administer Scripture knowledge exercises for young people;
- to maintain security at Church premises.

#### **Sharing of information**

The Church will share your personal information only where this is necessary for the purposes set out above. Information will not be shared with third parties outside the Church without your consent unless required or permitted to do so by law.

#### **Basis for processing personal information**

The Church processes personal information only when it has a valid legal basis for doing so. At least one of the following bases applies when personal information is processed:

- you have given consent for your personal information to be processed for a particular purpose;
- the processing is necessary for the performance of a contract with you; the Church is legally obliged to carry out the processing;
- the processing is necessary for the purpose of pursuing the legitimate interests of the Church, and such interests are not over-riden by your interests or fundamental rights and freedoms. Some of the personal information processed by the Church is “special category data” which might reveal the subject’s racial or ethnic origin or religious beliefs, or which concerns their health. The Church

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processes this data as a not-for-profit body with a religious aim. Such data might be processed in the course of the legitimate activities of the Church, with appropriate safeguards in place, where it relates solely to members or former members or adherents of the Church, or to people who have regular contact with the Church. This data will not be disclosed to third parties without your consent.

### **Storage and security of personal information**

The Church will seek to ensure that personal information is accurate and held in a secure and confidential environment. We will keep your personal information for as long as we are obliged to keep it by law or may need it in order to respond to any enquiries. We may also keep it for statistical purposes but if so we will only use it for that purpose. When the information is no longer needed it will be destroyed in a secure manner or permanently rendered anonymous.

You can request details of the personal information which the Church holds about you by contacting us using the contact details given below.

### **Inaccuracies and Objections**

If you believe that any information the Church holds about you is incorrect or incomplete or if you do not wish your personal information to be held or used by us please let us know. Any information found to be incorrect will be corrected as quickly as possible.

You have the right to object to our use of your personal information, or to ask us 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 we are processing your data on the basis of your explicit consent, you can withdraw your consent at any time. Please contact us if you want to do so.

### **The Information Commissioner's Office**

You have the right to contact the Information Commissioner's Office which is located at:  
The Information Commissioner's Office – Scotland  
45 Melville Street  
Edinburgh  
EH3 7HL  
Telephone: 03031231115  
Email: [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)

### **Contact details**

You can contact the Free Church of Scotland (Continuing) about any aspect of data protection using the following address:

46A Craigie Road  
Ayr  
KA8 0HA  
United Kingdom