

AVONBRIDGE UNITED REFORMED CHURCH

Charity registered in Scotland – SC 004667

BATHGATE EU – UNITED REFORMED CHURCH

(Scottish Charity No. SC 014304)

Draft Privacy Statement

What is 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 their possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

Who is the Data Controller?

The Trustees (serving elders) of Avonbridge URC and Bathgate EU URC are respectively the Data Controllers for their own congregation. This means they decide how your personal data is processed and for what purposes.

How do we process your data?

The Trustees comply with their obligations under 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 membership records
- To maintain our financial accounts and records (including the processing of gift aid)
- To provide news and information about events, activities and services at the church
- To fundraise and promote the interests of the church
- To enable the church to provide voluntary services for the benefit of the public in our local community
- To provide contact details for those with specific responsibilities to the Synod office and Church House. This enables the Synod and national administration of the United Reformed Church.

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 or former members (or those who have regular contact with it in connection with those purposes – adherents); and
- There is no disclosure to a third part 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.

Sharing personal data

Your personal data will be treated a strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties with your consent.

How long do we keep your data?

We retain data on the following basis:

Data held	Retention period
Church Membership list	Held for the duration of membership/attendance and deleted on leaving the congregation or when removed. Membership lists are reviewed annually.
Birthday list	Held for the duration of attendance and deleted on leaving the congregation.
Wedding book	Held indefinitely as record of the event. Required by the Registrar General.
Cradle Roll	Held indefinitely as record of the event.
Free Will Offering list	Retain as long as individual uses a FWO, thereafter deleted.
Gift Aid Declaration	6 years after the last relevant claim
Prayer List	Retained as long as required for prayer and deleted thereafter.
Other organisations using the premises	Retain as long as use of premises is current
Records of attendance of young people	Indefinitely for safeguarding purposes
Photographs/videos of events	Normally 24 months, with selected items retained for historical records
Insurance records	Indefinitely
Safeguarding matters	Indefinitely or until advised otherwise by authorities
Minutes	Indefinitely

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 Avonbridge/Bathgate EU URC holds about you (a Subject Access Request or 'SAR');
- the right to request that the eldership of Avonbridge/Bathgate EU URC 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 Avonbridge/Bathgate EU URC 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.

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 in the first instance contact the Church Secretary, Aileen Baird at 01506 632047

You can contact the Information Commissioner's Office – Scotland at 45 Melville Street, Edinburgh, EH3 7HL. Telephone: 0303 123 1115 Email: Scotland@ico.org.uk