

PRIVACY NOTICE:
Blairdaff and Chapel of Garioch Parish Church,
a Church of Scotland parish within the Presbytery of Gordon
Registered charity – No SC004050

1. 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").

2. Who are we?

The Session Clerk on behalf of the Blairdaff and Chapel of Garioch Parish Church is the data controller. This means she decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Kirk Session of Blairdaff and Chapel of Garioch Parish 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, and in line with the legitimate interests of the Blairdaff and Chapel of Garioch Parish Church or the consents provided by individuals.

We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public in our geographical area as specified in our constitution;
- To administer membership records for the church and activities organised by the church, and records of marriages, baptisms;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at Chapel of Garioch or Blairdaff churches or elsewhere;
- To ensure we comply with any applicable regulatory requirements (for instance safeguarding or provision of information to the Registrar of Births, Deaths and Marriages);
- To share your contact details with the Gordon Presbytery so they or we can keep you informed about news in the Presbytery and events, activities and services that will be occurring in the Presbytery and in which you may be interested.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about church or Presbytery events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out in line with the legitimate interests of Blairdaff and Chapel of Garioch Parish Church, a Scottish charity and not-for-profit body with a religious aim, provided: -
 - o the processing relates only to members or former members (or those who have regular contact with it in connection with the Church's legitimate interests); and
 - o there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church and the Presbytery, 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 outside of the parish with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance of the Church of Scotland, Law Department, Updated May 2018: http://www.churchofscotland.org.uk/resources/law_circulars#data_protection Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and the parish baptism register permanently.

7. 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 the Blairdaff and Chapel of Garioch Parish Church holds about you;
- The right to request that the Kirk Session of Blairdaff and Chapel of Garioch Parish 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 the Blairdaff and Chapel of Garioch Parish 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 with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means];
- 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, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]
- The right to lodge a complaint with the Information Commissioners Office.

8. 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.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Data Controller, Mrs Lindsay Cortés, Session Clerk. She has been appointed by the Kirk Session of Blairdaff and Chapel of Garioch Parish Church to be responsible for data protection and information management.

You can also contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.