



## PRIVACY NOTICE

### **Purpose of this Notice**

This notice outlines the way in which our Congregation uses personal information with which we have been provided. Personal information includes any information that identifies you personally, such as your name, address, e-mail address or telephone number or photographic/video images.

Our Congregation recognises the importance of your privacy and personal information and we describe, below, how we use, disclose and protect this information. Our Congregation, jointly with the Presbytery of Ardrossan, is the data controller because we decide how your data is processed and for what purpose.

### **How we use information**

We use the information you give us :

- to administer membership records including a Membership Roll and a Cradle Roll;
- to maintain our accounts and records (including the processing of Gift Aid applications);
- to co-ordinate and manage pastoral care;
- to communicate news, events and activities within the Congregation or wider Church;
- to manage participation in Congregational activities;
- to provide the services of a parish church to the local community;
- to fulfill contractual or legal obligations (e.g. protection of vulnerable groups, etc.);
- to recruit and manage people who perform work with us either as volunteers or as employees;
- to further our charitable aims, for example through fund-raising activities;
- to produce displays and church magazines which may include photographic images;
- to produce web-based materials which may include photographic images; and
- to provide video streaming or recording of Church services.

### **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 we are obliged or permitted to do so by law.

### **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 us and that this information is not disclosed to any third party without your consent.

We also process information where this is necessary for compliance with our legal obligations; where processing is necessary for the purposes of our 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.



### **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. We will keep your personal information for as long as you are a member or adherent or have regular contact with us or for as long as we are obliged to keep it by law or may need it in order to respond to any questions or complaints or to show that we treated you fairly. 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 securely destroyed or permanently rendered anonymous.

Further information on our Data Retention Policy may be requested from the Data Protection Officer by e-mail to [office@westkilbrideparishchurch.org.uk](mailto:office@westkilbrideparishchurch.org.uk) or by post to West Kilbride Parish Church of Scotland, Main Street, West Kilbride, KA23 9AW.

### **Getting a copy of your personal information**

You may request details of the personal information which the Congregation holds about you from the Data Protection Officer by e-mail to [office@westkilbrideparishchurch.org.uk](mailto:office@westkilbrideparishchurch.org.uk) or by post to West Kilbride Parish Church of Scotland, Main Street, West Kilbride, KA23 9AW.

### **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 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.

### **Contact us**

You can contact our Data Protection Officer by e-mail to [office@westkilbrideparishchurch.org.uk](mailto:office@westkilbrideparishchurch.org.uk) or by post to West Kilbride Parish Church of Scotland, Main Street, West Kilbride, KA23 9AW..

### **How to complain**

The Congregation is registered with the Information Commissioner's Office (ICO) under the umbrella registration of the Presbytery of Ardrossan as the 'Data Controller' (Registration No. Z628803X).

You have the right to complain to the ICO 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](http://www.ico.org.uk) or by post to Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.