



St Andrews **FREECHURCH**

DATA PRIVACY NOTICE – HOW WE USE YOUR PERSONAL INFORMATION November 2023

THE CONGREGATION OF ST ANDREWS FREE CHURCH OF THE FREE CHURCH OF SCOTLAND

Purpose of this notice

This data privacy notice sets out how we will use and protect personal information provided to us. Personal information includes any information that identifies you, such as your name, address, email address, telephone number, photograph or audio recording.

St Andrews Free Church is classified as the controller of this data as we decide how it is processed and for what purposes. Contact details for us are provided below.

How we use your data

We use personal information as follows:

- To administer membership records
- For pastoral care purposes
- In relation to participation in church activities
- To provide news and information about events, activities and services of St Andrews Free Church
- To fundraise and promote the interests of the church
- To maintain our financial accounts and records (including processing of gift aid claims)
- To manage our employees and volunteers

The legal basis for processing your data

We process your personal information in the course of our legitimate activities 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 data where this is necessary for compliance with our legal obligations around employment, social security and social protection; where processing is necessary for 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.

Sharing your data

We will only share your personal information where this is necessary for the purposes set out above. In particular gift aid information will be shared with HMRC. Information will not be shared with any other third party without your consent unless we are obliged or permitted to do so by law.

How we protect your data

We will protect the integrity and security of your personal information by:

- Keeping it up to date
- Storing it securely and confidentially
- Restricting access to only those who need to use it
- Not collecting or retaining more data than we reasonably need
- Destroying it securely once it is no longer required

A copy of our data retention policy is attached to this notice.

How long we keep your data

We'll keep the personal data for as long as it's necessary for the purpose for which it was collected, and to comply with our legal and regulatory requirements.

Your rights

You can request details of the personal information we hold about you by contacting us using the contact details below.

Please let us know if you believe that any information that we hold about you is incorrect or incomplete. 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 using the details below if you want to do so.

You have the right to complain to the Information Commissioner's Office about anything relating to our processing of your personal information. You can contact the ICO via its website at www.ico.org.uk or at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

How to contact us

For any queries or exercise any of your rights, please contact us at: admin@standrewsfreechurch.co.uk