

LESLIE BAPTIST CHURCH SCIO

DATA PRIVACY NOTICE

Introduction

Leslie Baptist Church is committed to taking seriously its' responsibilities relative to the personal data of its members and others with which it has been entrusted and to ensuring all elements of the General Data Protection Regulations (GDPR) are not only implemented, but that adequate assurances and protocols are in place and regularly reviewed to ensure we are compliant.

In accordance with GDPR, this Data Privacy Notice outlines what is meant by personal data, how we will process that data, the legal basis for doing so, how long we will keep your data for and the rights you have under GDPR - the legislation that supersedes the Data Protection Act 1998.

1. Your personal data - what is it?

Personal data relates to a living person who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data contact person's possession or that is likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulations (GDPR).

2. Who are we?

Leslie Baptist Church SCIO is the data controller (contact details below). GDPR defines the data controller as 'the person or body who/which has/have control over how personal data is handled within the organisation concerned'. This means that Leslie Baptist Church SCIO are responsible for how your personal data is processed and for what purposes.

3. How do we process your personal data?

Leslie Baptist Church will comply with its obligations under GDPR:

- a. by keeping personal data up to date;
- b. by storing and destroying it securely;
- c. by only collecting that data which is sufficient for and/or proportionate to the requirement;
- d. by protecting personal data from loss, misuse, unauthorised access and disclosure;
- e. by ensuring that appropriate encryption is in place to protect personal data.

We use your personal data, on the legal basis of legitimate interest (as defined below), for the following specific purposes: -

- a) to undertake Church business, including
 - the maintenance and integrity of the membership list;
 - the maintenance and integrity of other church records including Minutes of Meetings;
 - the maintenance of accounts and financial records
- b) to enable the work of Leslie Baptist Church, including

- to provide spiritual and pastoral care and support as appropriate;
- to keep members, adherents and other contacts in touch with the life, work, ministry and needs of Leslie Baptist Church;
- to inform you of news, events and activities organised by Leslie Baptist Church by e-mail, the website and via social media.

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

The legal basis for processing of data we use as Leslie Baptist Church is Legitimate Interest, that is where we use the data you have already given us in a way that is:- necessary for the operation of the Church; you would reasonably expect; where there is a limited privacy impact on you and where there is a clear benefit to you.

Legitimate interest allows us to fulfil the purposes stated above.

Where and when appropriate, we will also use the legal basis of Consent - for example the publication of a Church Directory. This consent is explicitly given by the data subject (i.e. each person) and would only be for the specific purpose outlined at the time. Under GDPR, you have the right to withdraw any consent given at any time.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with a third party out-with the membership of Leslie Baptist Church with your consent for purposes connected to Leslie Baptist Church, or where we are required to by law. In seeking any such consent, the specific purpose for which it is being sought will always be clearly stated.

6. How long do we keep your personal data?

We keep data as long as we require it for the running of Leslie Baptist Church or to enable us to meet our legal obligations (e.g. 6 years for financial records). A deletion policy is in place. Certain items (primarily the minutes of meetings) are kept in perpetuity as part of the official record of the Church).

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 Leslie Baptist Church holds
- the right to request that Leslie Baptist 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 Leslie Baptist Church to retain such data
- the right to withdraw your consent (where it has been given) to the processing at any time
- the right to request that the data controller provide the data subject with your personal data and

- 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 lodge a complaint with the Information Commissioners Office (ICO) (UK) - see address below.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice. The new notice will explain the new use of your personal data prior to commencing the processing. It will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Data Protection Policy

We have a Data Protection Policy which is displayed on the Church Notice Board and available on our website at <http://lesliebaptistchurch.org.uk/policies/LBC-Data-Protection-Policy.pdf>

10. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Lead within Leslie Baptist Church –

Alan Milnes,
7 Garry Court
Glenrothes
Fife
KY7 6NJ
Email: alan@lesliebaptistchurch.org.uk
Phone: 07764-660709

ICO Scotland contact details:

The Information Commissioner's Office
43 Melville Street
EDINBURGH
EH3 7HL

Telephone: 0303 123 1115

Email: scotland@ico.org.uk