



DATA PRIVACY NOTICE

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 2016/679 (the "GDPR").

Who are we?

Kilsyth Community Church is the data controller. This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

Kilsyth Community 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.

Our data processors

We use some data processors (i.e. applications, websites) to use and store some of your data. These include:

- Google Drive
- iCloud
- Microsoft Office
 - Word
 - Excel
 - Publisher
 - PowerPoint
 - Outlook
- Dropbox

We use your personal data for the following purposes: -

- For the Leadership to contact you with regards to pastoral concerns/duties and church/ministry events.
- To inform you of news, events and activities via the church bulletin.
- To manage our employees and volunteers.
- To enable us to provide a voluntary service for the benefit of the public.
- To contact and organise volunteers for our weekly rotas.
- For the organisation and running of all the Ministries within KCC.
- In order to facilitate giving/offerings and to process Gift Aid.
- To organise payroll for paid church staff.

Registered Scottish Charity Number: SCO17980

Kilsyth Community Church Low Craigends Kilsyth North Lanarkshire G65 0BH
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- In order to organise and perform events such as conferences, dedications, weddings, baptisms and funerals.
- To keep track of members and membership details.
- In order to aid in Missions work.
- In order to facilitate and promote evangelism.
- We may take photographs of Sunday Services and special events and moments in church life.

What is the legal basis for processing your personal data?

The ways in which we collect and process your data must conform to the guidelines set out by the GDPR. We will process your data for the following reasons, and with the following conditions:

- **Consent**- We will explicitly ask your consent when collecting or using your data. Please fill in a Consent Form, which will allow you to tell us exactly how we can collect, use and store your data.
- **Contract** - to fulfil our contractual obligations to you; or because you have signed up for something - i.e. you would like information about any of our ministries/activities. **Legal Obligation** - we will collect, store and process your data if it is necessary to comply with a legal obligation, for example for the processing of Gift Aid claims with HMRC.
- **Vital Interest** - we can use and take your data if it is necessary to protect someone's life; for instance, accessing medical forms if a child appears to have an allergy.
- **Public Task** - this means that any data we collect for this purpose must perform a specific task in the public interest that is set out in law. For instance, keeping historical records of weddings or funerals would fall under this category.
- **Legitimate Interest** - this is the most common reason we would use your data. This means that the data we hold for you would be used to aid in the normal running of the church and our ministries. For instance, if you are on any of our rotas, it is within legitimate interest for us to hold your data in order to maintain these rotas.
- **Special Category Data** - this is data such as age, race and religion. This data is usually more sensitive and therefore requires more protection. This kind of data, for us, would most likely be with regards to children and child protection, as well as religious beliefs.
- **Criminal Offence Data** - We have the right to hold and process this data if it is deemed necessary - i.e. for job applications or for PVG applications. This is to ensure that we can protect the interests of the members of our church.

Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with the Leadership Team, where appropriate and only if you have given consent. We will only share your data with third parties outside of the church with your consent.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary for a period of 2 years, and we will check that we still have your consent after this time has elapsed. We will inform you if it's appropriate to keep your data for a longer period of time - i.e. records of dedications, baptisms, weddings, funerals, gift aid records etc.

Your Rights Under The GDPR

You have the following rights under the new legislation, and we are lawfully required to uphold them, with regards to your data.

- **Right to be informed** - we will let you know exactly what data we are taking, why and how it is stored. You have the right to withdraw consent at any time.
- **Right to Access** - you have the right to ask us to access any of the data we hold for you, and we must comply within 1 calendar month.

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- Right to rectification - we must update your data within 1 month, if you tell us that the data we hold for you is incorrect.
- Right to object - you can object to some types of processing. For example, to fundraising requests. Again, we must honour this within 1 month.
- Right to erasure - you can ask us to erase your data at any time, and we must comply with this, EXCEPT when your data must be held for legal reasons (i.e. gift aid donation records).
- Right to Restrict Processing - this applies if we are correcting any of your data. We will not process or use your data until the corrections have been applied.
- Right to Data Portability - any portable data we hold for you (i.e. on USB memory devices) must be protected to the best of our ability, in order to avoid data breaches.

Removing Your Data

You can ask us to remove your data from our systems at any time, simply by emailing the office on dataprotection@kcconline.plus.com. We will then endeavour to remove your data within a period of 72 hours. Please note that the removal of your data might mean that you miss out on church events and ministry events. If you'd like to us to re-collect your data, please fill in another consent form and hand it in to the church 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 please in the first instance contact the office at dataprotection@kcconline.plus.com.

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