

### PRIVACY NOTICE

This privacy notice explains how **Dingwall Baptist Church** (also referred to as "we", "us" or "the

Church") uses personal data relating to:

- our members, and those who attend the Church or participate in our activities;
- supporters and volunteers; and
- other people who get in touch with us.

We may update this notice from time to time. It was last updated in May 2018.

This notice is set out in the following sections:

1. Who we are
2. What data we collect, how we use and retain it (including use of children's data)
3. Sharing your information
4. Your rights, including your rights to access a copy of the data we hold
5. Our contact details

#### 1. WHO WE ARE

**Dingwall Baptist Church** is a member of the Baptist Union of Scotland and is a charitable unincorporated association managed by its trustees. We act as a 'controller' for the purposes of data protection laws in our use of your data. This means that we determine how and why your data is collected and used.

Please contact us with any queries or concerns about our use of your data using the contact details in section 5 below.

#### 2. WHAT DATA WE COLLECT, HOW WE USE AND RETAIN IT

##### 2.1 Members, and people who attend the Church

We will collect certain information about you relevant to your membership or affiliation to the church. This includes your name, address, telephone number and e-mail address. Other people attending the Church may also provide us with similar information, if they so wish.

In becoming involved with our church, you are also sharing sensitive information about your values and beliefs, and we appreciate that confidentiality of this information is important.

We use the information we collect for the following purposes.

- Administering your relationship with the Church and maintaining appropriate records and communicating with you about your involvement in our services and activities. These are carried out in our legitimate interests as a church and a religious society.
- Pastoral support requested by you, and with your consent.
- With your consent, keeping you informed of the Church's activities and events – see section 2.6 below.
- We may also include your name and contact details within a church directory that is shared with other members and regular attenders of the Church to be used for legitimate activities relating to the Church. We do, however, give you the option not to include your details within this directory.

If you ask our pastor to provide you with a reference (for example for a job application), we may share information and opinions about your involvement with the church, and related pastoral matters, with parties to whom the reference is directed (such as a prospective employer). Copies may be retained by us for our own record-keeping. If you request personal references from other individuals involved with the church, this will not be held or used by the Church.

We will retain records relating to you during the period for which you are a member, affiliate or otherwise attend our church, and for a reasonable period after that, see section 3.2.

## 2.2 Supporters

If you financially support the Church, we will record your name, the amount of your donation, your address and other information within gift aid forms These are stored:

- to comply with legal requirements relating to tax and gift aid; and
- to maintain accounts and records relating to our supporters in our legitimate interests as a church, and to contact you if you or we have any queries relating to your donation

We will keep these records for as long as you are contributing to the church, and some financial records will be retained for seven years after, in accordance with tax requirements. The details may be shared with HMRC in the event of an inspection or audit by them. They may also be shared with other bodies as legally required

## 2.3 Volunteers

If you volunteer to assist us with church activities, we will ask for your name, contact details and other information relevant to the activity for which you are volunteering, in order to administer your involvement in the activity (and in our legitimate interests in running such activity). This may include background criminal checks and information about your health, and any other checks legally required, depending on the nature of the activity – see section 2.4 below.

## 2.4 Church groups and activities

As well as its regular services, the Church runs other groups and activities, such as Bite n Blether and PATCH. If you wish to participate in any group or activity, we may collect additional information from you to administer the group or activity (and in our legitimate interests in running such group or activity).

In particular:

- if you volunteer to help with activities involving children and young people, we will need to carry out background criminal checks (known as PVG checks) in accordance with our safeguarding policies – we will seek your consent to these checks;
- we may need you to carry out safeguarding training, in which case we retain details of your training and associated certificates; and
- we may need information about your health to ensure health and safety – we will seek your consent to use your health data for these purposes.

## 3. Children

If a child attends one of our church groups (see section 2.3 above), we will need information about them to administer the activity and to ensure their health and safety. This includes name, address, emergency contact details, and any relevant allergies or health issues. We also collect date of birth to assign children into groups suitable for their age. For children under 18, we will ask for their parents' consent to use of these details. We will also ask children over 12 to provide their consent directly.

### 3.1 Keeping in touch

If you ask us to keep in touch, or otherwise with your consent, we may contact you by email or by post, depending on your preference, to send you newsletters or information about the Church and the events we are running.

### **3.2 Other use of your information**

- If you contact us using our website form, or otherwise by email, phone or post, we will retain a record of communications between you and us (in our legitimate interests in running the Church).
- We maintain minutes of meetings of Pastor and Deacons Meetings and Church Business Meetings. These may record, relevant, information and views about your involvement with the church, and related pastoral matters.
- Records containing your personal data may be used by us to protect and enforce our legal rights, or for other purposes permitted or required by law (including data protection laws).

## **4. SHARING YOUR INFORMATION**

- Certain supporter information may routinely be shared with HMRC – as well as that described in section 2.2 above.
- Information about you within the directory of members and regular attenders may be shared with that group – see section 2.1 above.
- References may be shared with the party to whom the references are directed – see section 2.1 above.
- Our trustees manage the Church and have access to the data described in section 2 for this purpose, in the legitimate interests of managing the Church. We also employ a pastor who may access and use relevant data.
- We may share your data with legal authorities when we are required to do so by law.
- We may share relevant information with our legal or professional advisors, insurers or auditors, to the extent it is in our legitimate interests to do so.
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## **5. YOUR RIGHTS, INCLUDING YOUR RIGHT TO ACCESS A COPY OF THE DATA WE HOLD**

You have the following rights in relation to our use of your personal data.

- To obtain a copy of the personal data we hold about you, together with other information about how we use it.
- To withdraw any consent which you have given relating to our use of your data (see sections 2 and 3 above).
- To object to our use of your data for promoting our Church or other direct marketing purposes.

- To request correction of inaccurate data, and, in some circumstances, to request us to erase or restrict our use of your data, or otherwise to object to our use of your data for reasons relating to your particular situation.
- To make a complaint about how we handle your data to the UK Information Commissioner's Office. Please visit [www.ico.org.uk](http://www.ico.org.uk) for further information about how to do this.

Please contact the trustees (using the contact details in section 5 below) to send us requests to exercise these rights (specifying what you are requesting), or if you would like further information about them. Please be aware that there are certain limitations and exemptions to these rights which we may apply depending on the circumstances.

Data Controller Contact Point Mrs Chris Esplin. 01997 421349 email:  
[christine.esplin159@gmail.com](mailto:christine.esplin159@gmail.com)