

## PRIVACY NOTICE

Prepared by:	Ian Naismith
Approved by Trustees on:	1/8/2018
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Your privacy is important to us, and we are committed to safeguarding your personal data. Personal data is any information about you which would enable others to identify you – for example, your name, photograph, email address or postal address. We have established secure procedures to ensure your personal data is only used and made available in accordance with your wishes.

The processing of personal data is governed by the Data Protection Act 2018 (DPA), the General Data Protection Regulation 2016 (GDPR) and other legislation. We will collect and handle your personal data either with your consent or because we need to do it based on legitimate interest. This is explained below.

### The information we hold about you

We only hold information which we believe is relevant in relation to your association with Bruntsfield Evangelical Church. This may include:

- Personal data including your name, postal address, phone number(s), email address and social media identities
- Personal characteristics such as your gender and age group (the church is divided into age ranges for the purposes of pastoral care)
- The names of your spouse and/or children
- Whether you are a member of the church
- Your involvement with the church, including serving on rotas and participating in small groups
- Your permissions for holding and using your data, including permissions to send you emails and to publish information in church directories
- Your instructions for donations to the church, including information needed to claim Gift Aid on your donations (if relevant)
- Your registration under the Protecting Vulnerable Groups (PVG) scheme and other relevant certifications such as food hygiene.

Information may be provided directly by you – for example, by completing a paper or online Personal Details Form – or may be gathered indirectly, for example through your participation in a rota or small group. Where you have not directly provided the information, we will only hold it if we consider it necessary in relation to your involvement with the church. This is known as 'legitimate interest'.

## **How we may use information about you**

We may use your personal information in a number of ways:

- To produce paper and online directories of those associated with the church. We will only include your personal data if you have actively given permission for that.
- To communicate with you about church activities and other matters relating to the life of the church. We will only include you in church emails if you have actively given permission for that.
- To contact you personally by email or phone if the church staff or leadership consider that necessary in relation to your involvement in church life (for example, small groups and rotas). In general, where a group of people is being contacted by email by staff or leaders this will be done by 'blind copy' so that others will not be able to see your name. There may be exceptions to this, for example in situations where people might want to reply to the whole group being emailed.
- To provide pastoral care. For example, the church elders and staff use a list of names of all those associated with the church for prayer and to discuss pastoral matters, and this is update monthly
- To help us identify who is, or could be, involved in service in the church, and help us organise rotas and small groups.
- to administer donations and, where mandated, to reclaim tax from HMRC

## **How we store your information**

We store person data in a secure online database within a system called Planning Suite. This is password protected, and your personal data is only available to a small group of church leaders and staff unless you have given permission for it to be more widely available.

Some information about you may also be held elsewhere where it is necessary for the smooth running of the church, but if electronic it will always be in a secure (password-protected) environment and personal data will generally be restricted to name and email address. For example, if you are involved in our Sunday services (leading, band or tech) your email address will be held in the Planning Center system used for that.

We may also store photographs, for example those taken at church days away and other activities. We do not store or use photographs of children without parental consent, and we will ask you before posting any photo online where you are recognisable.

## **When we will delete your information**

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. In general, we will delete personal data soon after you leave the church unless we are legally required to retain it, though we may keep email addresses so we can contact you about special events (e.g. anniversary celebrations).

## **Who do we share your information with?**

We will not share your information with third parties without your consent unless the law requires us to do so. Your personal data will be treated as strictly confidential and will only be used for purposes connected with the church.

## **Requesting access to your personal data**

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact the Church Manager, currently Ian Naismith – [manager@bruntsfield.org.uk](mailto:manager@bruntsfield.org.uk).

You have the right to:

- ask us not to process your personal data for the purposes of informing you of events and other opportunities;
- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact [manager@bruntsfield.org.uk](mailto:manager@bruntsfield.org.uk).

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Contact:**

If you would like to discuss anything in this privacy notice, please contact [manager@bruntsfield.org.uk](mailto:manager@bruntsfield.org.uk).