|  |  |
| --- | --- |
|  | Morningside United Church15 Chamberlain RoadEdinburghEH10 4DJScottish Charity Number - SC015552 |

Privacy Notice

This privacy notice explains when, why and how we collect and use your personal data such as name, address, phone number and email address.

**Purpose of processing your personal data**

We collect personal data from **members and adherents** for the following reasons:-

1. To maintain our membership roll to enable pastoral care to be provided and to keep the church informed
2. To create rotas for various duties in church including door, communion, readers, coffee, flowers and sound rotas
3. For financial record keeping such as tracking donations and collecting Gift Aid
4. For contractual and other legal purposes

We also collect personal data from **employees** to maintain personnel and HMRC records.

We collect data from the **guardians of children** in our youth choir so that they can be contacted about activities and when necessary.

We collect data from the **contacts of groups** who use for our halls so that we can arrange bookings and send out invoices.

**The lawful basis for processing**

As a group of people who belong to a religious organisation, our data is considered to be special category data. It is lawful to process such data if individuals give their explicit consent or when carrying out our **legitimate activities** we have safeguards in place and processing relates to members, former members or those in regular contact with us and the data is not disclosed outwith the church without the consent of the individual.

We process your data on one or more of the following lawful bases: **consent** where you give us permission to use your data for particular purposes or **legitimate interest** when we believe that you would wish us to use your data for justifiable purposes or legal obligation or contract.

**The legitimate interests for the processing**

In most cases, we will process your data based on legitimate interests but we will ensure that we have considered your rights when doing so. We will use your data for purposes which we consider that you would find acceptable without having your explicit agreement. We will seek your consent before we use your data in the following circumstances:-

* In the order of service
* In the Link
* On our website
* In church publications both locally and nationally
* Storing the pictures of children in our youth choir and contact details of their guardians
* Storing the contact details of people in connection with hall lettings
* Contact details and date of birth of those over 90 to whom we send birthday cards

**Recipients of your personal data**

We will not pass on your personal data except where you have given consent or there is a legal requirement to do so. For example, employee remuneration must be disclosed to HMRC.

**Details of transfers of personal data to other countries**

We will not transfer your data to another country.

**Retention period**

We will retain your data only as long as it is necessary to do so. If you transfer to another church, it may still be necessary for us to retain your data to support a Gift Aid claim for example. Our Retention Policy is set out in a separate document and available on request.

**Your rights regarding your personal data**

You have the following rights. We use the word process to refer to using data to carry out a purpose.

1. The right to be informed. This privacy notice informs you of this fact.
2. The right of access to your data. You may ask us to disclose what personal data we hold about you and explain the purpose for which we hold your data.
3. The right to rectification. If we unknowingly hold erroneous data about you, we will rectify it when you inform us.
4. The right to erasure. This is ‘the right to be forgotten’. This can be refused in certain circumstances. For example in exercise or defence of a legal claim.
5. The right to restrict processing. In such cases, personal data may be kept but not processed.
6. The right to object. You may object to us processing you data when we do so based on our **legitimate** **interests**.

**The right to withdraw consent at any time**

Where you have opted-in by giving us permission to use your data in particular ways (e.g. by allowing us to use your photo in “The Link”), you may withdraw your consent partly or fully at any time if you let us know us.

**The right to lodge a complaint**

If we cannot resolve your complaint, you may wish to contact the Information Commissioner’s Office. <https://ico.org.uk/global/contact-us/> scotland@ico.org.uk

Information Commissioner's Office
45 Melville Street
Edinburgh
EH3 7HL
Tel: 0303 123 1115

**Contact details if you have further questions**

|  |
| --- |
| Our Data Protection OfficerMorningside United Church 15 Chamberlain RoadEdinburghEH10 4DJ  |