



Data Protection Policy (2018)

Important Legal Notice

The following privacy policy sets out what information is processed about you and the purposes for which such processing is undertaken by St Stephen's Comely Bank Church of Scotland and its ministry streams, pastoral and outreach initiatives from time to time (together "SSCB", "we" or "us").

Personal Data

This policy relates to your personal information (information which may identify you (whether provided by email or otherwise) and which we may have, hold and use in connection with the mission and work of SSCB as outlined in this policy ("Personal Data"). In particular, Personal Data may include your:

- Name
- Address
- Email address
- Phone number
- Mobile number
- Date of birth
- Date of baptism
- Date of joining church
- Wedding anniversary
- Family connections
- Church connection, for example: Membership status / Inspire / Holiday Club / Home Groups / Rock Solid / Lunch Club.

By providing us with your Personal Data (whether by email or otherwise), you consent to the processing of information about you (including sensitive personal data) in accordance with this privacy policy. When we collate your contact and known personal details, we will provide this for confirmation in a standard form.

What information about you do we process

We process information about you which is necessary for the purposes of your involvement with SSCB and the particular stream(s) in which you desire to participate. As set out above, the information we process about you may include

your name, contact details, gender, age, cultural background, health, medication and other aspects of you which you or your family members may disclose. In engaging with SSCB, you may also be providing personal information regarding yourself (perhaps including in relation to your health, personal history and faith journey) that you choose to disclose to us.

For what purposes do we process information about you

We process information about you for the purpose of prayerfully seeking family and fellowship engagement with you in order to seek to support you in your life and faith journey, and to build each other up in Christ healing and affirmation for you – all in terms of the aims and objectives of SSCB. This may include engaging with you for membership of SSCB, pastoral care, celebrating birthdays and anniversaries with you, prayer and other church events and initiatives.

To whom may we disclose information about you

Information about you is disclosed to the SSCB leadership and the leadership and team members of a ministry or stream that engages with you. We require our leaders and facilitators to hold such information in strictest confidence, and to use it carefully and compassionately in support of you.

You should be aware that current and past members of SSCB and individuals may have had access to your personal data in the past. We hold no responsibility for past members who may have had access to Personal Data and may have taken a copy of it.

We will not pass your Personal Data to any other party - whether research institutions or anyone else - for any other purposes. We may pass anonymised information to others – for example in reporting to the central administration of the Church of Scotland as to the number of members at SSCB. We may from time to time appoint persons within SSCB to process information about you on our behalf as a data processor.

From whom do we receive information about you

We receive information that you submit to us and we may receive information from your family and friends.

Electronic communications, website usage and Cookies

A Cookie is a small information file that is sent to your computer and is stored on your hard drive. We may use cookies to remember your email addresses or log-on details in order to provide you with a better service. Cookies make it easy for you to log on to and use our websites during future visits. They also allow us to monitor website traffic and to configure the content of the website for you. However, you may refuse cookies by turning them off on your web browser. If you decline cookies, you may not have access to all features to our websites.

The transmission of information via the internet either by or to us is not completely

secure. We cannot guarantee therefore that data which is transmitted to or from us via our website or by email is secure. If you use electronic means in order to transfer personal data to us, any such transmission is at your own risk.

With or without cookies, our website keeps track of usage data, such as the source address that the page request is coming from (i.e. your IP address, domain name, date and time of the page request, the referring website (if any) and other parameters in the URL (e.g. search criteria). We use this data the better to understand website usage so we know what areas of our website users prefer. This information is stored in log files and is used for aggregated and statistical reporting. We also collect domain names, email addresses and other personal data of those that communicate with us.

For how long do we keep information about you

We will generally keep information about you for as long as is necessary for the purposes (referred to above) for which we process that information. We may however destroy or delete any information about you as we consider appropriate from time to time.

Unless and to the extent you tell us otherwise, we may retain the Personal Data (or elements of it) as historic records and to help us engage with others (for example, to be able to show a link to SSCB for your wider family members).

How do you know what information about you we hold

You are entitled to see the information that we hold about you. You may ask us to make any necessary changes to ensure that information about you is accurate and kept up to date. If you wish to verify information we hold about you, you may do so by contacting us using the contact details at the end of this privacy policy. We are entitled by law to charge a fee to meet our costs in providing you with the details of the information we hold about you.

We will confirm your consent (and the extent of your consent) by your signature on the Form with your details, which will indicate what information we hold, what information we may hold and how we may contact you. We will require you to sign this form as evidence of your wishes. For those under 16, we require a parent / guardian to sign, and for those 17-18, we request that parent / guardian signs in addition to the individual.

We will retain these consents as part of our contact details for you and as an audit trail to evidencing the information we hold and the methods of communication which we may use with you.

If you do not wish to receive any information we may send out from time to time to our church family and fellowship, please let us know at any time by emailing us at office@comelybankchurhc.org.uk

Contact and Contact Information

We may seek to contact and engage with you in person and by phone calls, newsletter, email, written communications or social media. We will note and work with your communications preferences as advised to us by you.

If you wish to contact us, please send an email to office@comelybankchurch.org.uk or write to us at the SSCB office.

What if you have a complaint?

To make a complaint about how we have handled your information, contact us as set out above.

If you are not satisfied with our response to your complaint or believe our processing of your information does not comply with data protection law, you can make a complaint to the Information Commissioner's Office. Its contact details are:

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone number: 0303 123 1113 or 01625 545 745

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