



*Scottish Episcopal Church*

*DIOCESE OF ST ANDREWS, DUNKELD AND DUNBLANE*

## **RECTOR & VESTRY: PRIVACY STATEMENT**

### **What is personal information?**

Personal information can be anything that identifies and relates to a living person. This can include information that when put together with other information can then identify a person. For example, this could be your name and contact details. This notice explains the high level principles we operate to in using your personal data and under what conditions we share your information.

### **Some personal information might be 'special'**

Some information is 'special' and needs more protection due to its sensitivity. It's often information you would not want widely known and is very personal to you. This is likely to include anything that can reveal your:

- religious or philosophical beliefs
- ethnicity
- physical or mental health
- trade union membership
- political opinion
- genetic/biometric data
- sexuality and sexual health
- criminal history

### **What personal information we collect and for what purpose**

The Rector uses personal information you are providing to him/her so that he/she can provide pastoral care to his/her parishioners. The nature and details of any conversations you have with the Rector are not written down or otherwise recorded.

If you attend communion, the Rector uses this information to collate the Communicant's Roll by recording your name and to maintain Parish records.

If you are not a communicant but maintain contact with the Rector on occasions

like weddings, baptisms or funerals, the Rector maintains a list of adherents, comprising your address and other contact details and to maintain Parish records.

If you provide us with offerings on a regular basis the Vestry may hold your Gift Aid form if you have provided this to us.

In addition, we process personal information to enable us to fulfil our charitable objectives, which may include fundraising events and promoting the Scottish Episcopal Church, managing paid staff and volunteers and maintaining our accounts and records.

Where the Vestry has access to CVs and qualifications etc of applicants for the appointment of clergy this information will be securely destroyed once an appointment has been made, provided we are not otherwise directed by the Diocese with regard to the successful candidate.

## **How we collect information**

### **● Phone & Email**

If you email or phone the Rector he/she may keep a record of your email address and the email for his/her own record keeping as well as your phone number.

### **● *Use of St Mary's website***

If you are a user with general public access, St Mary's website does not store or capture personal information other than a log of your IP address which is a number that can uniquely identify a specific computer or other network device on the internet etc.. The system will only record other personal data if you enter it in order to contact the Rector and leave your details for him/her to respond.

We employ cookie technology to help log visitors to our web site. A cookie is a string of information that is sent by a web site and stored on your hard drive or temporarily in your computer's memory. The information collected is used for the administration of the server and to improve the service provided by the web site. No personal information is collected this way. You can reject the use of cookies but you may be asked for information again. This statement only covers our web site and does not cover other web sites linked to us.

## **How we use your information**

The Rector will use your information in a manner which conforms to the General Data Protection Regulations and the Data Protection Act 2018. Information provided to him/her is kept in his/her confidence and is covered by professional privilege.

To the extent required, the Rector and the Vestry will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary.

For most purposes, we will only process your information where necessary to allow us to carry out our function or comply with a legal obligation to do so. In all cases, we will make sure that the gathering, holding and use of your personal data is kept to a minimum and in accordance with the terms of this privacy notice. We will not use your personal details for any other purpose without obtaining your consent, unless otherwise necessary as explained in this statement.

### **Information sharing**

At no time will your information be passed to external organisations or parent organisations such as the Diocese of St Andrews, Dunkeld and Dunblane for marketing or sales purposes or for any commercial use without your consent. Where you accept to become a trustee or other office bearer your details may be entered in the directory of the Scottish Episcopal Church.

### **Required by law**

If you have provided us with a Gift Aid form, the Vestry may have to provide your personal information to HM Revenue and Customs in order to claim Gift Aid.

### **Statistics and reports**

We carry out statistical analyses of church attendance. These statistics do not identify any individuals and may be shared with the Diocese or other bodies that may provide us with grants or other funds for the maintenance of church fabric or similar.

### **How long we keep your data**

The Rector retains Communicant and Adherent data until you advise us that you do not wish to maintain contact or have moved away.

The Vestry will keep Gift Aid records in line with HMRC requirements.

### **How we protect your information**

Your personal information, such as address details, communion attendance or adherence etc, is held in securely stored records maintained by the Rector. Gift Aid records are maintained in paper form by the Vestry and stored in a secure location by one of the trustees.

Everyone who has access to your personal information is bound by a duty of confidentiality.

We never sell your information to third parties for any purpose, including marketing. We do not provide your information to any other public bodies or departments unless the law requires us to do so.

We will dispose of paper records or delete any electronic personal information in a secure way.

## **Your rights**

The personal information we hold about you is **your** information and the law gives you a number of rights in relation to that information:

- You have the right to be informed about the information we hold and how we process it
- You have the right to access all the information we hold about you as prescribed by the data protection legislation
- You have the right to require us to rectify any errors in the information we hold about you
- You can ask for your personal information to be deleted under certain circumstances but we can't delete your information where we are required to have it by law and the maintenance of our registers, where it is used for freedom of expression, for statistical purposes; for scientific or historical research, where it would make information unusable or where it is necessary for legal claims
- You have the right to ask us to restrict your information from being processed under certain circumstances
- You have the right to object to us collecting or processing personal information about you though this may affect our ability to provide services to you
- You have the right to ask for your personal information to be given back to you or another service provider of your choice in a commonly used format. This is called data portability. However this only applies if we're using your personal information with consent (not if we're required to by law) and if decisions were made by a computer and not a human being.

## **Contact details & advice**

You can contact us by writing to the Rector or Vestry of St Mary's  
% The Rectory  
128 Glengate  
Kirriemuir, Angus  
DD8 4JG  
United Kingdom

We will reply to a valid request within one month of receiving your request. If you have any concerns or seek further advice you can contact the Information Commissioner's Office (ICO). The ICO is an independent body set up to uphold information rights in the UK. They can be contacted through their website: [www.ico.org.uk](http://www.ico.org.uk), their helpline on 0303 123 1113, or in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Changes to this privacy notice**

We will continually review and update this privacy notice to reflect changes to comply with changes in the law.

May 2018