



The King's House Perth

Data Privacy Notice

1. Introduction

The General Data Protection Regulation (GDPR) came in to effect on 25th May 2018 replacing the Data Protection Act 1998. The GDPR gives you more rights and protection as to how your information is used by organisations.

The GDPR applies to 'personal data'. This is any information by which an individual can be identified.

Any personal data collected by The King's House Perth (KHP) will be:

- processed lawfully, fairly and in a transparent manner in relation to individuals
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- accurate and, where necessary, kept up to date
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
- processed in a manner that ensures appropriate security of the personal data

2. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

3. Who are we?

The King's House Perth group of trustees is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

4. How do we process your personal data?

The KHP complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To provide pastoral care to our members
- To enable us to provide a voluntary service for the benefit of the public
- To administer membership records
- To fundraise and promote the interests of the church
- To manage our employees and volunteers
- To maintain our own accounts and records.
- To operate the KHP website and deliver the services that individuals have requested
- To inform individuals of news, events, activities or services running at KHP
- To process gift aid applications and giving to KHP
- Safeguarding records, Disclosure Scotland clearance and training
- To produce emailing lists
- To enable us to act sufficiently well in *loco parentis* for those under 18

5. What is the legal basis for processing your personal data?

Article 6 of the GDPR sets out various lawful bases for processing data.

The lawful bases under which KHP will collect and process your data are:

'Legitimate interests'

This means that we will only use your personal data in a way which you would reasonably expect from us as a church, for example establishing and maintaining membership; administration or information provision regarding our groups and activities.

'Consent'

Asking for consent:

- We will ask you to positively opt-in to allowing us to use your personal data
- We will specify why we want your personal data and what we've going to do with it

Recording consent:

- We will keep accurate records of when you gave us your consent to process your personal data

Managing consent:

- We will regularly review our consents to check that the purposes for which we process your data has not changed
- We have processes in place to refresh consent at appropriate intervals, including any parental consents
- You can withdraw your consent at any time by contacting the Church Data Protection Administrator
- We act on withdrawals of consent as soon as we can.
- We don't penalise individuals who wish to withdraw consent

Personal data which reveals religious belief is classed as sensitive personal data under the GDPR. Article 9 of the GDPR gives details of how to process this information:

Article 9:

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation **shall be prohibited.**

2. Paragraph 1 shall not apply if one of the following applies:

(a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;

(d) processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects.

6. Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with those in official capacities at KHP (for example, the Elders or the Trustees). We will only share your data with third parties outside of the church with your consent.

7. How long do we keep your personal data

We keep your personal data for no longer than reasonably necessary and we only retain your data for:

- the purpose of keeping records and information current and up-to-date
- the purpose of safeguarding
- the purpose of any future legal claims/complaints.

We retain your personal data for the periods of time suggested by charity law or our Safeguarding policy. e.g. For members - 6 months after individual has ceased to be a member or stopped attending church. For employees - 6 years after post-holder has left our employment

8. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which KHP holds about you
- The right to request that KHP corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for KHP to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data
- The right to lodge a complaint with the Scottish Information Commissioner

Further information on your rights:

a) The right to be informed

Under the GDPR, you have the right to be informed about how your personal data is being used. We will also inform you about the lawful basis for collection of your data and our data retention periods. You also have the right to complain to the Scottish Information Commissioner if you think there is a problem with the way we are dealing with your personal data.

b) The right of access

Under the GDPR, you have the right to obtain:

- confirmation that your data is being processed
- access to your personal data
- other supplementary information

This will be provided free of charge (unless the request is manifestly unfounded or excessive or is a subsequent request for information already provided) and within one month of receipt of the request. Should the request be complex or numerous in nature, we have a further 2 months to comply with your request. If this should be the case, you will be contacted to explain why the extension is necessary.

c) The right to rectification

You have the right to have your personal data rectified if it is inaccurate or incomplete.

This will be provided free of charge (unless the request is manifestly unfounded or excessive or is a subsequent request for information already provided) and within one month of receipt of the request. Should the request be complex or numerous in nature, we have a further 2 months to comply with your request. If this should be the case, you will be contacted to explain why the extension is necessary.

a) The right to erase

You have the right to ask us to remove or delete your personal data when there is no longer a compelling reason for its continued processing.

The right to erasure does not provide an absolute 'right to be forgotten'. Individuals have a right to have personal data erased and to prevent processing in specific circumstances:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed
- When the individual withdraws consent
- When the individual objects to the processing and there is no overriding legitimate interest for continuing the processing
- The personal data was unlawfully processed (i.e. otherwise in breach of the GDPR)
- The personal data has to be erased in order to comply with a legal obligation
- The personal data is processed in relation to the offer of information society services to a child

We can refuse the right to erasure for the following reasons:

- to exercise the right of freedom of expression and information
- to comply with a legal obligation for the performance of a public interest task or exercise of official authority
- for public health purposes in the public interest
- archiving purposes in the public interest, scientific research historical research or statistical purposes
- the exercise or defence of legal claims

b) The right to restrict processing

Under the GDPR, we are required to restrict the processing of your personal data in the following circumstances:

- Where an individual contests the accuracy of the personal data, you should restrict the processing until you have verified the accuracy of the personal data.
- Where an individual has objected to the processing (where it was necessary for the performance of a public interest task or purpose of legitimate interests), and you are considering whether your organisation's legitimate grounds override those of the individual.
- When processing is unlawful and the individual opposes erasure and requests restriction instead.
- If you no longer need the personal data but the individual requires the data to establish, exercise or defend a legal claim.

Our rights:

- When processing is restricted, we are permitted to store the personal data, but not further process it.
- We can retain just enough information about the individual to ensure that the restriction is respected in future.

c) The right to data portability

We do not collect information by automated means, this section does not apply.

d) The right to object

Under the GDPR, you have the right to object to:

- processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling)
- direct marketing (including profiling)
- processing for purposes of scientific/historical research and statistics

We will stop processing the personal data unless:

- We can demonstrate compelling legitimate grounds for the processing, which override the interests, rights and freedoms of the individual; or
- the processing is for the establishment, exercise or defence of legal claims.

e) Rights in relation to automated decision making and profiling

No decisions will be made with your personal data without human intervention.

Should you wish to make a request regarding any of your rights, please put it in writing to the 'Data Protection Administrator, The King's House, 27 St Magdalene's Road, Perth, PH2 0BT'. Please date your request clearly.

We will then contact you to confirm receipt of your request. Your request will be carried out within the time frames listed above. We reserve the right to ask you to verify your identity prior to us carrying out your request.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

10. Data Protection Officer

The type of organisation we are and the way we use and process personal data, means that we do not need to appoint a Data Protection Officer. Any queries or questions can be addressed to the Data Protection Administrator.

11. Registering with the Scottish Information Commissioner

Due to the information we process and the way we process it, we do not currently need to register with the The Information Commissioner's Office - Scotland.

12. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Data Protection Administrator, The King's House, 27 St Magdalene's Road Perth, PH2 0BT.

You can contact the Information Commissioner by telephone: 0303 123 1115 or via email: Scotland@ico.org.uk or at

The Information Commissioner's Office – Scotland
Queen Elizabeth House
Sibbald Walk
Edinburgh
EH8 8FT

24/06/2021

Appendix

Data collection and consent form

The King's House Perth

Keeping in touch

INTRODUCTION

Under Data Protection legislation the Elders and Trustees of The King's House Perth are the Data Controller and can be contacted by ringing 01738 570 208 or emailing julianmott@hotmail.co.uk

We are collecting this information to enable the church to keep in touch with you and provide pastoral support as appropriate.

Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest.

Your name and contact details will be entered into our church database which is held on the ChurchInsight.com server which is password protected and accessed only by the Elders, Data Protection Administrator and church members. Your contact details will be removed from the database once you are no longer a member of the church.

To enable us to provide adequate pastoral support to you and your family, one of the Elders may record information which may be regarded as sensitive. This information will be stored (in password protected documents). The password will only be known by the Elders. This information will NOT be disclosed to anyone else without your consent.

You have the right to ask to see any information we hold about you (including the pastoral support information) by submitting a 'Subject Access Request' to Julian Mott. You also have the right to ask for information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled please speak to a Church Trustee. If you are still unhappy you have the right to complain to the Information Commissioners Office

CHURCH ADDRESS BOOK

We would like to include your name and contact details in our Church Address Book which is held on-line at www.kingschurchperth.org and password protected. We will only include you if you give your specific consent for us to do so.

If you are happy for your details to be included please indicate where asked to do so overleaf. You can ask for all or any of your details to be removed/amended at any time or you can remove/amend them yourself using your King's House Perth username and password.

CHURCH EMAIL LISTS

If you would like to be included on the Church email lists please indicate overleaf

Church Email list: This is used by the Elders to circulate official church information (church meeting agendas, details about forthcoming events etc.) to members and regular attenders

COMPLETING THE FORM

- Please complete the form below giving names and contact details as appropriate.
- You can provide as much information as you like, but whatever you include on this form will be included in the Church Address Book – unless you indicate otherwise.
- If you are happy to have your name and contact details in the Church Address Book then please sign in the space provided. **If you do not want to be in the Address Book then don't sign the form!**
- Everyone aged 16 or over will need to sign this form to indicate that they are happy to be included.
- Under 16s will not be included on any list
- Completed forms should be returned to:

Data Protection Administrator - Christopher Rose, 14 Spoutwells Drive, Scone, PH2 6RR

Name		
Address		
Phone number(s)		
Email address		
I give my consent for my name, address, phone number(s) and email address to be included in the church on-line address book. (delete those which you DON'T want included)		Signature
Please indicate if you would like to be included in the Church email list Y/N		
Name		
Address		
Phone number(s)		
Email address		
I give my consent for my name, address, phone number(s) and email address to be included in the church on-line address book. (delete those which you DON'T want included)		Signature
Please indicate if you would like to be included in the church email list Y/N		
Name		
Address		
Phone number(s)		
Email address		
I give my consent for my name, address, phone number(s) and email address to be included in the church on-line address book. (delete those which you DON'T want included)		Signature
Please indicate if you would like to be included in the church email list Y/N		

Date: ____/____/20____