

DATA PRIVACY NOTICE

Cupar Baptist Church

SC003012 79 Bonnygate, Cupar, Fife, KY15 4BY

1. 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").

2. Who are we?

The Trustees of Cupar Baptist Church are the data controller (contact details below). This means they decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

Cupar Baptist Church 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 inform you of news, events and activities running at Cupar Baptist Church;
- To inform you of news and events elsewhere we think might be of interest to you;
- To enable us to provide a voluntary service for the benefit of the public;
- To promote the activities of the broader Baptist Denomination;
- To manage our employees and volunteers;
- To fundraise and promote the interests of Cupar Baptist Church;
- To maintain our own accounts and records (including the processing of gift aid donations).

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

- Explicit consent of the data subject so that we can keep you informed about news, events and activities relevant to Cupar Baptist Church.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared with any third parties without your consent.

6. How long do we keep your personal data?

We will keep your data for the period of your involvement with the church. It may also be archived as part of our historical record of membership of the church.

Specifically, we retain employment data, Trustee data and gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

7. 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 Cupar Baptist Church holds about you;
- The right to request that Cupar Baptist Church 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 Cupar Baptist Church to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that Cupar Baptist Church provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability);
- 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 lodge a complaint with the Information Commissioners Office.

8. 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.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact Cupar Baptist Church at cuparbaptistchurch@btconnect.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

24/05/18