

**Bowden and Melrose Parish Church**  
*General Data Protection Regulation (GDPR) 2018*

### **Principles**

To comply with GDPR, the Church has to meet certain **privacy principles**. These are:

*Personal data must be processed lawfully, fairly and in a transparent manner, must only be collected for “specified, explicit and legitimate purposes”, must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed, and must be accurate and where necessary kept up to date. Personal data that is no longer required should be deleted and processors should ensure all personal data they hold is secure.*

### **Individuals’ Rights**

Individuals have rights regarding their data:

*The right to be informed, to access, to rectification, to erasure, to restrict processing, to data portability, to object, and rights relating to automated decision making and profiling.*

### **Legal Basis for processing personal information**

Details of usage must be notified to the UK Information Commissioner, with some exceptions which include not-for-profit organisations whose usage is restricted to specified purposes. The Church is exempt from notification but the principles setting out rules and safeguards do apply.

The Church processes your information in the course of its legitimate activities, with appropriate safeguards in place, as a not-for-profit body with a religious aim and on the basis that our processing relates solely to members, former members or people who have regular contact with us, and **that this information is not disclosed to any third party without your consent.**

We also process information where this is necessary for compliance with our legal obligations; where processing is necessary for the purposes of our legitimate interests and such interests are not overridden by your interests or fundamental rights and freedoms; and where you have given consent to the processing of your information for a particular purpose.

### **We use the information you give to us:**

- to administer membership records, including a Communion Roll and Supplementary Roll;
- for pastoral care purposes;
- in relation to participation in Congregational activities;
- to provide you with information about news, events, and activities within the Congregation or the wider Church of Scotland;
- to provide the services of a parish church to the local community;
- to fulfill contractual or other legal obligations;
- to manage our employees;
- to further our charitable aims, for example through fundraising activities;
- to maintain our accounts and records (including the processing of Gift Aid applications);

### **Storage and security of personal information**

The Church will strive to ensure that personal information is accurate and held in a secure and confidential environment. We will keep your personal information for as long as you are a member or adherent or have regular contact with us or so long as we are obliged to keep it by law or may need it in order to respond to any questions or complaints or to show that we treated you fairly. We may also keep it for statistical purposes but if so we will only use it for that purpose. When the information is no longer needed it will be securely destroyed or permanently rendered anonymous. If we are processing your data on the basis of your explicit consent, **you can withdraw your consent at any time or have it corrected if it is incorrect or incomplete.** Please contact us if you want to do so.

### **For how long is data kept:**

See full Bowden and Melrose Parish Church **Data Retention Policy** using contact details below.

### **Getting a copy of your personal information**

You can request details of the personal information which the Congregation holds about you by getting in touch with our Church Secretary, Mrs Helen Chisholm on 01896 823339 or bowden.melrosepc@btinternet.com