

The Kirk Session, St Andrew's In the Grange: Guernsey

GDPR DATA PRIVACY NOTICE

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 Data Protection (Bailiwick of Guernsey) Law, 2017; this is sometimes referred to as the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Kirk Session of St Andrew's in the Grange is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Kirk Session of St Andrew's in the Grange complies with its obligations under the Data Protection Law 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 administer membership records;
- To manage our volunteers;
- For pastoral care purposes;
- To fulfil contractual or other legal obligations;
- To maintain our own accounts and records including the repayment of Tax in respect of Charitable Donations.
- To inform you of news, events, activities and services running at St. Andrew's in the Grange.

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, activities and services and to process your donations for the repayment of Tax in respect of Charitable Donations.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: - a) the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
b) 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 only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. Information will not be shared with any third party outwith the Church of Scotland without your consent unless we are obliged or permitted to do so by law.

6. How long do we keep your personal data?

Specifically, we retain electoral roll data while it is still current; Declarations in respect of Tax repayment of Charitable donations and associated paperwork for up to 6 years after the calendar year

to which they relate; and church registers (baptisms, marriages, funerals) permanently.

7. Your rights and your personal data

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

- The right to request a copy of your personal data which the Kirk Session, St. Andrew's in the Grange holds about you;
- The right to request that the Kirk Session, St. Andrew's in the Grange 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 the Kirk Session, St. Andrew's in the Grange 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) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- 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, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Data Protection Authority.

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 or complaints please in the first instance contact the Data Protection Officer (David Lewis-Jones) at St. Andrew's in the Grange, The Grange, St. Peter Port, Guernsey GY1 2QH.

You can contact the Data Protection Authority; contact details are in the Bailiwick of Guernsey Telephone Directory.