

## DATA PRIVACY NOTICE FOR THE EPISCOPAL CHURCHES OF CAITHNESS AND BRORA

This statement explains our policy for the personal data you disclose to us, by for example, signing up to receive our communications or becoming a member of our churches. It identifies how we use, store and keep it. Your information will be held in line with applicable laws, including the EU General Data Protection Regulation (GDPR).

### 1. Who are we?

The Vestries and Clergy of Caithness and Brora are the Data Controllers for any personal data you give us.

Our contact details are: Revd Chris Mayo, Tel: 01408 600818, Email: [chris.mayo@theauldkirk.org](mailto:chris.mayo@theauldkirk.org).

### 2. What do we do with your information?

We keep your personal data up to date; store and, when no longer required, destroy it securely. We only collect or retain data we need; will protect it from loss, misuse, unauthorised access and disclosure and ensure that it is protected with appropriate security measures.

We use your personal data for the following purposes: -

- To enable us to provide the voluntary services as specified in our constitutions;
- To raise funds and promote the interests of the church in Brora, Thurso and Wick;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid);
- To inform you of services, news, events and other related activities.

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

Consent of you, the data subject, so that we can keep you informed about news, events, activities and services, as well as processing your gift aid donations;

Consent of the Vestry members or other volunteers to share their contact details as appropriate;

Necessity to carry out our obligations under employment or other relevant laws;

Pastoral necessity to support members or former members (or any who have regular contact with us).

### 4. Who it will be shared with?

We will treat your personal data as strictly confidential and will only share it with relevant members of the church for: pastoral, ministerial or social purposes. We will not share your data with third parties without your consent.

### 5. How long do we keep your personal data?

For as long as it is relevant to the ministry and governance of the church and/or for legal reasons. Specifically;

Electoral roll data	while it is current
Gift aid declarations	6 years after the end of the calendar year
Parish registers (baptisms, marriages, funerals)	permanently

### 6. Your rights and your personal data

You can object or withdraw your consent to the use of your personal data at any time. Subject to some legal exceptions, you also have the right to:

request a copy of the personal information we hold about you;

to have any inaccuracies corrected;

to have your personal data erased;

to object to processing, or place a restriction on our processing of your data;

and to request that the data we have about you is given to you in a portable format.

Please address any such requests to the Vestry Secretary. To learn more about these rights or if you are dissatisfied with our response you can complain to the Information Commissioners Office Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Telephone: 0303 123 1113 (local rate) or 01625 545 745