

## **SUMMARY**

Westhill Community Church (WCC) respects your privacy and will protect your personal data in line with prevailing data protection legislation. Personal information that you provide will be used only for Church purposes.

This Privacy Notice concerns bookings for the Green Pastures Café.

## **PURPOSES OR WHICH WE WILL USE YOUR PERSONAL DATA**

We collect and process personal information so that we can:

- Manage and administer bookings for the Green Pastures Café
- Fulfil the Scottish Government requirements for maintaining customer records during the Coronavirus (Covid 19) emergency.

## **THE DATA WE PROCESS ABOUT YOU**

We collect, use, and store the following data:

- your name, email address and phone number and any other details provided by you when you filled in a Green Pastures Café booking form
- records of payment card transactions.

## **DISCLOSURE OF YOUR PERSONAL DATA**

We may share your personal data with third parties set out below:

- Table Agent – provider of our café booking system;
- NHS (Scotland) Track and Trace;
- Regulators and other government authorities based in the UK who require reporting of processing activities in certain circumstances.

All third parties in the UK must respect the security of your personal data and treat it in accordance with the law. Third-party service providers must not use your personal data for their own purposes and can only process your personal data for the purposes we specify.

## **DELETION OF YOUR PERSONAL DATA**

All personal data provided at the time of booking will be deleted after 21 days, in accordance with Scottish Government guidance.

## **THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA**

Your personal data is processed in accordance with the General Data Protection Regulation (GDPR) 2018. Most of our data is processed because it is necessary for our legitimate interests in running WCC; in so doing, we will always take into account your interests, rights and freedoms. Some of our processing is necessary for compliance with a legal obligation, eg under the Charities and Trustee Investment (Scotland) Act 2005. Where your information is

used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

## **DATA SECURITY**

All church employees and volunteer workers are subject to a duty of confidentiality. We have appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We have procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## **YOUR RIGHTS**

You have the right to:

- ask us for copies of your personal information;
- ask us to rectify information you think is inaccurate, or to complete information you think is incomplete; and in certain circumstances,
- ask us to erase your personal information;
- ask us to restrict the processing of your information;
- object to the processing of your personal data;
- ask that we transfer the information you gave us to another organisation, or to you.

## **WHO TO CONTACT**

If you need more information, contact the Church Office.

The Church Office (Mon-Fri, 9:45am - 2:15pm)  
Westhill Community Church,  
Old Skene Road,  
WESTHILL  
Aberdeenshire AB32 6AQ.

Telephone: 01224 737380  
E-mail: [office@westhillcommunitychurch.org](mailto:office@westhillcommunitychurch.org)

Scottish Charity No. SC015206

## **THE INFORMATION COMMISSIONER'S OFFICE (ICO)**

If you are unhappy with how we have used your personal data, you can complain to the ICO.

Information Commissioner's Office  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire SK9 5AF

Helpline number: 0303 123 1113

*This policy was last updated on 15 October 2020*