

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 is in 3 parts:

Part 1 concerns online bookings for Church Services and check-in at the Green Pastures Café

Part 2 concerns Westhill Community Church activities

Part 3 concerns provisions that are common to both the above.

PART 1 – BOOKINGS FOR CHURCH SERVICES AT WCC, AND CHECK-IN AT THE GREEN PASTURES CAFÉ

This is a temporary arrangement under COVID-19 Government restrictions

PURPOSES OR WHICH WE WILL USE YOUR PERSONAL DATA

We collect and process personal information so that we can:

- Manage and administer bookings for Church Services
- Record visitors to the Café, including those having tea/coffee after a church service
- 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 personal data:

- your name and email address and any other details provided by you when you filled in a booking form for a church service, or checked in to the Café by filling in a form, including the names of other people in your group.

DISCLOSURE OF YOUR PERSONAL DATA

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

- ChurchSuite – our online database provider based in the UK;
- 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.

PART 2 – WESTHILL COMMUNITY CHURCH ACTIVITIES

PURPOSES OR WHICH WE WILL USE YOUR PERSONAL DATA

We collect and process personal information so that we can:

- manage, administer and promote the life of the church
- coordinate church activities
- keep you informed of things happening in the life of the church
- administer financial transactions and donations
- administer courses or events
- manage our websites and social media accounts
- manage our volunteers and employees
- comply with a legal or regulatory obligation where required.

THE DATA WE PROCESS ABOUT YOU

We collect, use, and store the following personal data:

- your name, address and contact details as provided by you when you filled in a WCC data form, including where applicable information you give us about your children;
- your ChurchSuite username, password, communications preferences and usage;
- data about payments to and from you, or donations given to us, including bank account and payment card details;
- information about church activities and events that you or your children sign up for or participate in.

DISCLOSURE OF YOUR PERSONAL DATA

Disclosure to other church members

If you take on any duty, rota or role within the church, your personal data may be shared with other members of the congregation.

If you agree to be listed in the WCC ChurchSuite directory, your name and email address will be visible to other members of the church; you can decide what other personal information is made visible (address, phone etc). If you choose not to be listed in the WCC ChurchSuite directory, your details will continue to be held by WCC, but they will not be visible in the directory.

Disclosure to third parties

The church rota, which shows roles and names, is on display in the church building and is published on the WCC website.

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

- ChurchSuite – our online database provider based in the UK;
- Professional advisers based in the UK who provide banking, legal, insurance, auditing or accounting services;
- HM Revenue & Customs, regulators and other 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.

PART 3 – COMMON PROVISIONS

The following provisions apply to all persons covered under Part 1 and Part 2.

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
Westhill Community Church,

Old Skene Road,
WESTHILL
Aberdeenshire AB32 6AQ.

Telephone: 01224 737380
E-mail: office@westhillcommunitychurch.org

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

NOTE

- * Westhill Community Church is currently in the process of changing its legal form, and for an interim period 'Westhill Community Church' is the working name of two different charities. 'Westhill Community Church' is a Scottish Charity (No.SC015206) and its legal form is an Unincorporated Association. 'Westhill Community Church SCIO' (No.SC049910) is a Scottish Charitable Incorporated Organisation (SCIO). Pending transfer of the assets of Westhill Community Church to Westhill Community Church SCIO, both charities are operating in parallel. At the end of this process, it is expected that the WCC Charity (No.SC015206) will be wound up.

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This policy was last updated on 24 December 2021