



*Following Christ  
Spreading the Word  
Serving the Community*

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## **Privacy Notice**

**This Privacy Notice outlines the way in which Kinross Parish Church uses personal information provided to us.**

We recognise the importance of your privacy and personal information and therefore outline below how we use, disclose and protect this information. The Congregation, jointly with the Presbytery of Perth, is the Data Controller, because we decide how your data are processed and for what purpose. Contact details are provided.

### **How We Use the Information You Give Us**

- for our 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 and events in the Congregation or wider Church of Scotland
- to provide the services of a parish church to the local community
- to fulfil contractual legal obligations
- to manage our employees
- to further our charitable aims, eg through fundraising activities
- to maintain our accounts and records (including processing Gift Aid applications)
- the CCTV at the Church Centre is for safety and the prevention and detection of crime

### **Disclosure of Information**

The Congregation will only share your personal information where this is necessary for the purposes set out above. 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.

### **Basis for Processing Personal Information**

We process your information in the course of 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 legal obligations; 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 for a particular purpose.

### **Storage and Security of Personal Information**

Kinross Parish Church strives to ensure that personal information is accurate and held securely and confidentially. 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 to respond to any questions or complaints or to show that we treated you fairly. We may 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 rendered anonymous.

### **Inaccuracies and Objections**

If you believe any information to be incorrect or incomplete please let us know and we will correct this. You have the right to object to our use of your personal information, or ask us to remove or stop using your personal information if there is no need for us to keep it. There may be legal or other reasons why we need to keep or use your data but please tell us if you think we should not be using it. If we are processing your data on the basis of your explicit consent you can withdraw your consent at any time – please contact us if you wish to do so.

### **Contact Us/ Getting a Copy of Your Personal Information**

FAO: Session Clerk, Kinross Parish Church, 10 Station Road, Kinross KY13 8TG or [office@kinrossparishchurch.org](mailto:office@kinrossparishchurch.org)

### **How to Complain**

You have the right to complain to the Information Commissioner's Office: [www.ico.org.uk](http://www.ico.org.uk) / 0303 123 1113.

**Agreed by Session 7 May 2018**