



*Following Christ
Spreading the Word
Serving the Community*

Privacy Policy

This Privacy Policy covers the way in which Kinross Parish Church uses and shares personal information provided by members, employees, volunteers, donors and others.

Data held by all Church of Scotland congregations is considered 'sensitive personal information' as it may be indicative of a person's religious belief and, as such, it requires a higher level of protection. Sensitive personal data includes any information that identifies you personally, eg name, address, email address and/or contact numbers. We recognise the importance of protecting your personal information and therefore we seek to comply fully with data protection legislation. The congregation is registered with the Information Commissioner through Perth Presbytery.

How We Collect Information

This information about you which we collect may be supplied to us:

- in writing, by telephone conversation or electronically
- by otherwise associating with the congregation or its organisations
- we may also receive information from third parties (eg other organisations)

How We Use Information

We may use the information we collect:

- for our membership records, for pastoral care or in relation to your participation in our activities
- to fulfil employment contracts with our employees or for agreements with volunteers
- to communicate with you (eg by letter, electronically or telephone)
- to further our charitable aims
- for internal administration, eg for accounting and planning

The CCTV in place at the Church Centre is for safety and the prevention and detection of crime.

Disclosure of Information

We may need to share your personal information for reasons including providing pastoral or other assistance, processing donations or carrying out any other contractual obligations. This data may be disclosed to:

- Perth Presbytery
- other bodies within the Church of Scotland
- relevant agencies and third parties, eg HMRC for gift aid donations
- employees and/or volunteers including the charity trustees/ office bearers

The congregation does not permit these parties to use this information for any other purpose than the above. We may also need to disclose your information if required to do so by law.

Your Consent

By providing us with your personal data, you consent to the collection and use of any information you provide in accordance with the above purposes and this privacy statement.

Storage and Security of Personal Information

Kinross Parish Church will use all reasonable endeavours to ensure that personal information is held securely and confidentially. When the information is no longer required it will be destroyed or permanently rendered anonymous. If you wish to request details of the personal information we hold about you under the Data Protection Act 1998 a small fee may be payable. If you believe any information is incorrect or incomplete, please contact the Session Clerk at the following address. Any information found to be incorrect will be corrected as quickly as possible.

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

AGREED BY SESSION 7 November 2016