

Kirkwall Baptist Church

Victoria Street Kirkwall KW15 1DQ

Registered Scottish Charity No. SCO16353

Data Protection Policy

Date: March 2018

We, the Minister and Deacons of Kirkwall Baptist Church ('the church') wish to document that we take Data Protection seriously and wish to conduct the official affairs of the church concerning membership, church events and hall use in accordance with:

- (i) best practice;
- (ii) the Data Protection Act 1998; and
- (iii) with the new guidelines of the General Data Protection Regulations from 25 May 2018.

Therefore:

1. We appreciate that an individual person's name and contact details (including telephone number(s), postal address(es); and email address(es)) comprise sensitive personal information.
2. If we as a church hold such personal information for an individual on an official basis in connection with membership, church events or hall use, we will seek to ensure the following:
 - that the individual concerned knows the nature and detail of their personal data which we hold;
 - that they know and agree to why we hold it;
 - that with their help, we will endeavour in so far as possible to keep their data up-to-date;
 - that they can ask at any time for their data to be amended or deleted altogether;
 - that they know and agree to the length of time for which it is intended we hold their data.
3. Personal data held electronically will, in so far as possible, be held on an encrypted device, or if the electronic device used is not encrypted, the device will be password protected and stored as carefully and as safely as possible.
4. Personal data held in paper form will be stored in a locked cabinet.
5. We will not pass an individual's personal information on to any other party without the consent of the individual concerned.

Should you have any queries about this policy, please contact David Scott (Church Secretary) on 01856 872252 or by email: davidscott.kbc@gmail.com

Signed on behalf of the Deacons of Kirkwall Baptist Church

PRIVACY NOTICE

(normally accompanies consent forms)

Provided under GENERAL DATA PROTECTION REGULATION, 25th May 2018 and the current UK law on data protection in force from time to time.

Lawful Basis

As part of the work of the church, we need to process personal data. We undertake to gather and process this data on the lawful basis of consent and under condition 9(2)d of GDPR, in terms of which we process in the course of legitimate activities with appropriate safeguards as a church.

Whose information do we hold and why?

Processing is in relation to members, former members and those having regular contact, in connection with the pursuit of our purposes as a church. Personal data is not disclosed outside the church processes without the consent of the data subjects (i.e. those to whom the data belongs).

How long will we keep this information & your rights concerning it?

We will keep your data for the period of your involvement with the church. It may also be archived as part of our historical record of membership of the church. You have the right to request access to your personal data held by us, to change and update those details. You can also withdraw consent for us to hold your data at any time and we will immediately take action to delete/ destroy it.

Note: Your provision of this data is not part of a statutory requirement or obligation.

The Data Controller is:

Kirkwall Baptist Church, Victoria Street, Kirkwall, Orkney.

email: davidscott.kbc@gmail.com

The Data Protection Contact Point is:

Mr. David Scott (Church Secretary)

email: davidscott.kbc@gmail.com

mob. 07857200963