

DATA PRIVACY NOTICE

Maxwell Mearns Castle Parish Church (MMCC)

Scottish Charity No: SC 017317

Purpose of this notice

Processing & storage of personal data is governed by the General Data Protection Regulation (the "GDPR") and this notice describes how MMCC use, disclose, and protect such information. Personal data includes any information that identifies you or any other living person, for example your name, address, email address or telephone number.

Data Controller

MMCC is defined as the "data controller", because MMCC decides how your personal data is processed and for what purposes. Contact details are shown at the end of this document.

How MMCC uses your personal information

We use the personal data you give us as follows: -

- to administer membership records, including Communion Roll and Supplementary Roll;
- for pastoral care purposes;
- in relation to participation in MMCC activities;
- to provide you with information about news, events, contacts, and activities within MMCC or the wider church;
- to provide the services of a parish church to the local community;
- to fulfil contractual or other legal obligations;
- to manage our employees and volunteers;
- to further our charitable aims, for example through fundraising activities;
- to maintain our accounts and records (including the processing of Gift Aid applications).

Disclosure of information

MMCC 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

MMCC processes your information during its 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 necessary for compliance with our legal obligations; where processing is necessary for the purposes of our legitimate interests and such interests are not overridden by your interests or fundamental rights and freedoms; and/or where you have given consent to the processing of your information for a particular purpose.

Storage and security of personal information

MMCC strives to keep all personal information accurate, confidential, and up to date; to store (and destroy) it securely; and to protect it from loss, misuse, or unauthorised disclosure.

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 also 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 permanently rendered anonymous. Further information about our data retention policy is displayed on our notice boards and is available on our website at www.maxwellmearns.org.uk or via the contact details below.

Getting a copy of your personal information

You can request details of the personal information which MMCC holds about you via the contact details below.

Inaccuracies and objections

If you believe that any information MMCC holds about you is incorrect or incomplete or if you do not wish your personal information to be held or used by us please let us know. Any information found to be incorrect will be corrected as quickly as possible.

You have the right to object to our use of your personal information, or to 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 that 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 want to do so.

Contact us

You can contact us by writing to our Data Protection Coordinator at Maxwell Mearns Castle Parish Church, Waterfoot Road, Newton Mearns, G77 5RE, or by emailing maxwellmearns@gmail.com

Complaints

You have the right to complain to the Information Commissioner's Office about anything relating to the processing of your personal information by MMCC. You can contact the ICO via its website at www.ico.org.uk or at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.