

Inverurie St. Andrew's (the "Congregation")

RECORD OF PROCESSING

4 April 2020

The Congregation is registered with the Information Commissioners Office via the Presbytery under which it stands, having the following registration number: Z5651337.

The following record of processing sets out the purposes for which the Congregation collects and uses personal information, the legal bases for the processing, how the information is stored and retained and whether it is shared with any parties based outside of the European Economic Area.

The Congregation collects and uses personal information to allow us to provide support and care in our community and to fulfil our charitable objective of the advancement of religion. The Congregation's processing of personal information is carried out in accordance with our privacy notice, in line with our legitimate interests assessment and retained as dictated by our data retention schedule.

Consent is obtained for the purposes of processing information relating to children (for example for Sunday school), for the purposes of processing information relating to vulnerable adults and from data subjects where their information will enter the public domain, for example via a website or other publication.

The primary point of contact for any data protection issues involving the Congregation is the **Data Protection Coordinator** who may be contacted by email at inveruriestandrews@outlook.com cc ken.tuach@yahoo.com .

Record of Processing for the Congregation

Purpose of Processing	Categories of Data Subjects	Categories of Personal Data	Legal Basis for Processing	How the information is stored	Is the information held in accordance with the Congregation's Data Retention Schedule	Transferred Internationally? If so, explain the security measures used for the transfer
Church Rolls	Members and former members	Contact details	GDPR Article 6(1)(f) and Article 9(2)(d); DPA 2018 Schedule 1 Part 3 section 31	Unless information is being used it is stored: Electronically in a password protected device and/or In a locked filing cabinet	Yes	No
Safeguarding	Employees, volunteers (where they are carrying out regulated work as defined by the Protection of Vulnerable Groups (Scotland) Act 2007, information about offenders to allow them to	[Contact details, confirmation of valid PVG certification and/or overseas equivalent, social work and/or police guidance concerning specific individuals	GDPR Article 6(1)(f); Article 9(2)(d); DPA 2018 Schedule 1 Part 2, sections: 10, 11, 17, 18, 19,; Part 3 sections: 30, 31	Unless information is being used it is stored: Electronically in a password protected device and/or In a locked filing cabinet	Yes	No

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	safely engage in worship					
Activities organised and run by the Congregation including but not limited to: Sunday school, holiday camps, toddlers' groups, organised events and/or trips	Employees, volunteers, children attendees including medical information, parents' contact information	Contact details, medical information, confirmation of valid PVG certification and/or overseas equivalent	GDPR Article 6(1)(f) and Article 9(2)(d); DPA 2018 Schedule 1 Part 3 section 31	Unless information is being used it is stored: Electronically in a password protected device and/or In a locked filing cabinet	Yes	No
Rotas including but not limited to: tea/coffee service; cleaning; floral arrangements; administrative functions	Members, those attending worship on a regular basis	Contact details	GDPR Article 6(1)(f) and Article 9(2)(d); DPA 2018 Schedule 1 Part 3 section 31	Rotas may be on the church noticeboard with the consent of the individuals whose details appear on the rota. Otherwise- Unless information is being used it is stored: Electronically in a password protected device and/or In a locked filing cabinet	Yes	No

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Hall lets	Individuals hiring the church hall(s)	Contact details	GDPR Article 6 (1)(b)	Unless information is being used it is stored: Electronically in a password protected device and/or In a locked filing cabinet	Yes	No
Employment	Employees	Contact details; bank details; pension information (where applicable); medical information (where applicable);	GDPR Article 6(1)(b) and, where applicable, Article 9(2)(d); [DPA 2018 Schedule 1 Part 1 section 1]	Unless information is being used it is stored: Electronically in a password protected device and/or In a locked filing cabinet	Yes	No
Outreach	Members of the parish community including children, volunteers, employees (where applicable)	Contact details; medical information (where applicable), parents' or carers contact information	[GDPR Article 6(1)(f) and Article 9(2)(d); DPA 2018 Schedule 1 Part 2 section 17]	Unless information is being used it is stored: Electronically in a password protected device and/or In a locked filing cabinet.	Yes	No
Funerals	Family of the deceased, funeral directors; members of the	Contact details	GDPR Article 6(1)(b), 6(1)(f) and Article 9(2)(d); DPA			

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	congregation, former members, those in regular contact with the congregation		2018 Schedule 1 Part 3 section 31			
Online Donations (eg Facebook donate)	Congregation members, followers, donors	Contact data, transaction data, behavioural data, religious preference data,	Art 6/1(e): Processing is necessary for a task carried out in the public interest. Art 9/2(d) processing is carried out in the course of the legitimate activities of a not-for-profit body with a religious aim.	Unless information is being used it is stored: Electronically in a password protected device and/or In a locked filing cabinet	Yes	No international transfer for Facebook, other Donor systems need to be checked for this and an appropriate lawful cover for the transfer applied.
All Other	Inverurie St. Andrew's full data retention policy is available here					