

## **Data Privacy Notice**

Seagate Church, Troon (SC018710)

### **1. Personal data**

This Data Privacy Notice outlines the way in which Seagate Church collects, uses and protects the personal data provided to us. We encourage everyone to carefully read this Privacy Notice and use it to make informed decisions. Personal data is any information, held either on paper, electronically or on other materials, relating to a living person that directly or indirectly identifies them personally. Examples include a name, address, email address, telephone number, photograph or video.

The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The Trustees of Seagate Church collectively are identified as the data controller for the purposes of GDPR, because they decide how your personal data are processed and for what purposes. Contact details are provided in Section 9.

### **2. How we use your personal data**

We often collect personal data from you when you interact with us, for example, when you sign up for an event, request a copy of our church newsletter or apply to let our facilities.

We use the personal data you give us:

- to administer membership records
- to stay connected with you and to provide pastoral care for members and others connected with our church
- in relation to participation in activities at Seagate Church, the Meadowgreen Centre or Café 141
- in relation to facility lets
- to provide you with information about news, events, and activities within Seagate Church or the wider church community
- to provide the services of a church to the local community
- to fulfill contractual or other legal obligations such as safeguarding measures
- to respond effectively to enquirers and to handle any complaints
- to recruit and manage our employees and volunteers
- for payroll administration
- to further our charitable aims, for example through fundraising activities
- to maintain our financial accounts and records (including the processing of Gift Aid applications)
- for statistical and analytical purposes

### **3. Sharing of personal data**

Your personal data will only be shared where this is necessary in order to carry out a service to you or for the purposes set out above. Some information is shared with third parties in order to distribute communications and invoices/pay slips electronically and to manage the booking system at the Meadowgreen Centre. Information will not be shared with any third party out with Seagate Church without your consent unless we are obliged or permitted to do so by law.

#### **4. Basis for processing personal data**

Seagate Church processes your information in the course of our 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 in connection with those purposes, and that this information is not disclosed to any third party without your consent.

We also process information on one or more of the following legal bases

- where processing is necessary for compliance with a legal obligation;
- where processing is necessary to meet contractual obligations entered into by the data subject
- where processing is necessary for the purposes of our legitimate interests and such interests are not overridden by the interests or fundamental rights and freedoms of the data subject;
- where processing is necessary to protect someone's life (vital interests);
- where processing is necessary for us to perform a task in the public interest and the task has a clear basis in law;
- where you have given consent to the processing of your information for one or more specific purposes. You are entitled to withdraw such consent at any time.

#### **5. Storage, security and retention of personal information**

Seagate Church will strive to ensure that personal information is accurate and held in a secure and confidential environment. 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 in order to respond to any questions or complaints, resolve disputes 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 available on request from Seagate Church Trustees.

#### **6. Your rights & your personal data**

Unless subject to an exemption under GDPR, you have the following rights with respect to your personal data:

- the right to request a copy of the personal data which Seagate Church holds about you
- the right to request that any personal data found to be inaccurate, incomplete or out of date is corrected
- the right to request your personal data is erased where it is no longer necessary for Seagate Church to retain or use such data
- the right to withdraw your consent to the processing of your data at any time
- the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- the right to object to the use or processing of your personal data
- the right to lodge a complaint with the Information Commissioner's Office (ICO).

Any data found to be inaccurate will be corrected as quickly as possible.

There may be a legitimate lawful purpose or another reason we need to keep or use your data, but please tell us if you think that we should not be using it.

## **7. Website**

We collect information, such as your IP address, browser type and referring website, using cookies when you visit our website. The use of cookies is an industry standard for most major websites. A cookie is a small packet of data that a website assigns to your device while you are viewing a website. It helps to identify your computer (not you) and collects information in an aggregate, anonymous way. Cookies may be used to collect information about your visit to our website, for example, traffic data, device information, the date and time of your visit and the pages that you visit. Cookies can also allow you to navigate between pages efficiently, enable automatic activation of certain features, remember your saved preferences and make the interaction between you and services quicker and easier.

We also use a tool called Google Analytics to collect information about the use of our website. Google Analytics collects information such as how often users access the site and which pages they visit. Google Analytics collects the IP address assigned to you on the date you visit sites, rather than your name or other identifying information. Google's ability to use and share information collected by Google Analytics is restricted by the Google Analytics Terms of Use and the Google Privacy Policy.

Where there are links on our website to other sites, the content of those linked sites is not covered by this Data Privacy Notice. They will have their own privacy and data collection practices.

## **8. Livestreaming**

The 11am Family Service at Seagate Church on Sunday morning is usually filmed, livestreamed and posted on YouTube to reach those who are unable to attend in person. Although we will not actively film the congregation, you may be visible when seated or moving around. If you do not want to be filmed, you should talk to a steward about where to sit.

## **9. Contact us**

You can contact us by emailing [admin@seagatechurch.org.uk](mailto:admin@seagatechurch.org.uk).

## **10. How to complain**

You have the right to complain to the Information Commissioner's Office (ICO) about anything relating to the processing of your personal information by the Seagate Trustees. You can contact the ICO on 0303 123 1113 or via their website at [www.ico.org.uk](http://www.ico.org.uk) or by writing to Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. We would, however, appreciate the opportunity to deal with your concerns before you approach the ICO, so please contact us in the first instance.