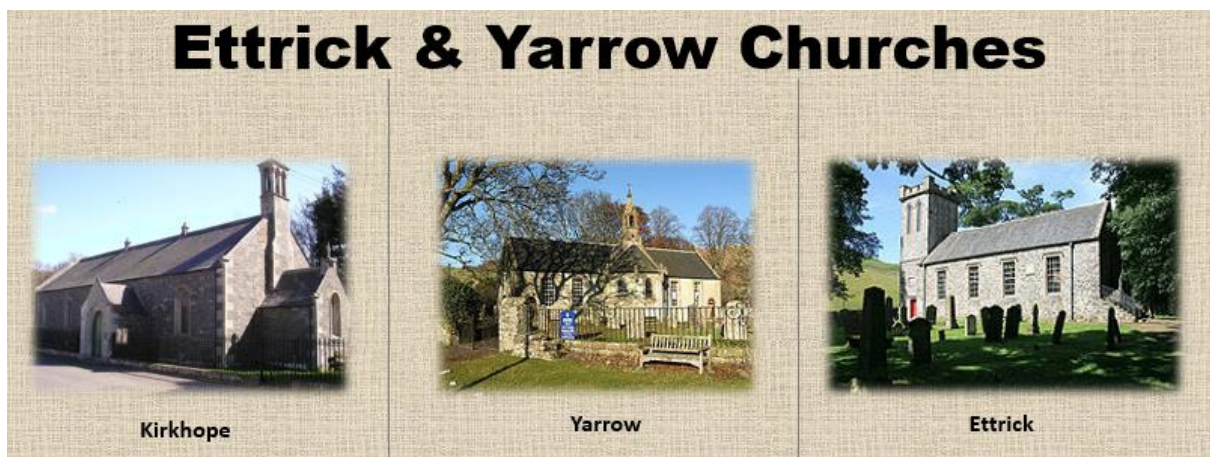


Data Protection and
Privacy Policy
for
Ettrick and Yarrow Parish



Church of Scotland
Scottish Charity No. SC034662

Privacy Policy

This Privacy Policy covers the way in which the congregation of Ettrick and Yarrow Parish will use the disclose personal information that members, employees, volunteers, donors and other associates might provide us with.

Personal information includes any information that identifies you personally such as your name, address, email address or telephone number.

The congregation recognises the importance of your privacy and personal information and have therefore outlined below how the congregation collects, uses, discloses and protects this information. We are registered with the Information Commissioner through the umbrella registration of Melrose and Peebles Presbytery and strive to comply fully with data protection law.

How We Collect Information

The congregation receives and stores personal information provided by members, employees, volunteers, donors and other associates. This information can be supplied to us:

- in writing or via email, by telephone conversation or via our website or via social media (e.g. when an individual is enquiring about becoming a member)
- by otherwise associating with the congregation or its organisations (e.g. when an individual is enquiring about our work, activities, employment and volunteering opportunities) or;
- when donating money to the congregation or its organisations

We may also receive information about you from third parties.

How We Use Information

We may use the information we collect:

- in conjunction with membership records for pastoral care purposes or in relation to your participation in our activities
- in order to fulfil individual employment contract with our employees (e.g. personnel administration) or for agreements with volunteers
- in order to communicate with you (e.g. by letter, email or telephone) for example to provide information relating to our work or new developments
- in order to further our charitable aims, e.g. such as for fundraising activities
- for internal administration such as for accounting purposes, or for analysing how we may better advance the Kingdom of God

Disclosure of Information

The congregation may require to share personal information held for a number of reasons including to provide pastoral or other assistance, process donations or carry out any other contractual obligations. This data might be disclosed to:

- the relevant Presbytery;

- other bodies within the Church of Scotland;
- relevant agents and third parties;
- employees and/or volunteers including the charity trustees/ office bearers

The congregation does not permit these parties to use such information for any other purpose than the foregoing.

The congregation may also need to disclose your information if required to do so by law.

Your Consent

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

Storage and Security of Personal Information

The congregation via its office bearers and employees will use all reasonable endeavours to ensure that personal information is held in a secure and confidential environment and when the information is no longer needed it will be destroyed or permanently rendered anonymous.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee may be payable. If you would like a copy of the information held on you please contact the Session Clerk.

Corrections

If you believe that any information we are holding on you is incorrect or incomplete, please write to us as soon as possible to the address below.

Any information found to be incorrect will be corrected as soon as possible.

The Session Clerk
c/o Yarrow Church
Yarrow
TD7 5LA