

## DATA PRIVACY NOTICE – HOW WE USE YOUR PERSONAL INFORMATION

### THE CONGREGATION OF TAIN AND FEARN OF THE FREE CHURCH OF SCOTLAND IN NORTHERN PRESBYTERY

This privacy notice explains the way in which the Tain and Fearn Free Church of Scotland Congregation uses, or “processes” personal information. Personal information is any information, held either in paper records or electronically, from which you can be identified. Examples of personal information are your name, address, email address, telephone number, IP address, photograph or video image. The processing of personal information is governed by data protection law. “Processing” is anything that is done with personal information, from collection onwards.

#### Data Controller

The Congregation, jointly with the Presbytery, is the “data controller” in terms of data protection regulations as we decide on the purposes and means of how your personal information is processed. Our contact details are provided below.

#### We use personal information for the following purposes:

- Maintain membership and baptismal records.
- Manage employees and volunteers.
- Administer payroll.
- Maintain financial records and Gift Aid administration.
- Provide counselling and pastoral care.
- Facilitate church events and activities, especially for children and youth.
- Communicate news, events, and church activities.
- Meet contractual and legal obligations.
- Conduct fundraising.
- Advance the charitable objectives of the church.

#### Sharing of information

Personal data is accessed only by authorised individuals within the Free Church of Scotland. Data will not be shared externally without explicit consent unless required by law.

#### Lawful bases for processing personal information

We process your data under one or more of the following lawful bases:

- **Consent:** Explicitly given for specific purposes (you may withdraw consent anytime).
- **Legitimate Interests:** Essential to our interests without overriding your rights.
- **Contractual Necessity:** Required to fulfil a contract with you.
- **Legal Obligation:** Required by law.

For sensitive or “special category” data, we ensure processing meets additional requirements, including explicit consent or necessity within our legitimate activities as a religious, non-profit body, without external disclosure.

## Security and retention of personal information

We are committed to securely holding personal data in compliance with data protection principles and our Data Retention Policy (available upon request or via our website).

## Your Rights

You may:

- Request access to personal data we hold.
- Request rectification of inaccurate or incomplete data.
- Request erasure of data no longer needed, or upon withdrawal of consent (unless retention is legally justified).

## Our contact details

You can contact us by emailing [dpo@tainandfearnfreechurch.co.uk](mailto:dpo@tainandfearnfreechurch.co.uk)

## The Information Commissioner's Office

You have the right to contact the Information Commissioner's Office on 0303 123 1113 or its website at [www.ico.org.uk](http://www.ico.org.uk) or at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.