

1. Purpose of this Notice

This Privacy Notice outlines the way in which the Kirk Session of St Columba's Jersey will use personal information provided to us and the purposes of processing your personal information. Personal information includes any information that identifies you personally, such as your name, postal address, email address, telephone numbers and title.

2. Who are we?

The Kirk Session of St Columba's Jersey recognises the importance of your privacy and personal information and we therefore as Data Controller have outlined below how we use, disclose and protect this information. If you have any queries, or want to exercise any of your data subject rights etc., contact our Data Protection Co-ordinator, dataprotectionjersey@gmail.com.

3. How do we process your personal data and what are the purposes?

The Kirk Session of St Columba's Jersey complies with its obligations under the Data Protection Jersey Law 2018.

We use your personal information for the following purposes:-

- to administer membership records, including a Communion Roll and Supplementary Roll;
- for pastoral care purposes;
- in relation to participation in Congregational activities;
- to provide you with information about news, events, and activities within the Congregation or the wider Church of Scotland;
- to provide the services of a parish church to the local community;
- to fulfil contractual or other legal obligations, for example health and safety;
- to further our charitable aims, for example through fundraising activities;
- to maintain our accounts and records (including the processing of Jersey Gift Support applications);
- if CCTV is installed in the future this will be for the prevention and detection of crime.
- Website - When you fill in a form or submit your details via our website, we will hold that information in order to send you information associated with the topic you have subscribed to. We will ask you to agree that we can hold your

personal information for this purpose only as part of the sign up process. You will be able to unsubscribe at any time.

4. Legal basis for processing personal information

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and to process your donations for the repayment of Tax in respect of Charitable Donations.
- Necessary for compliance with our legal obligations including employment, social security or social protection law, or a collective agreement.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: - a) the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and b) there is no disclosure outside of the congregation to a third party without explicit consent.

5. Sharing of Personal Data

Information may be shared with a third party exclusively to process work on our behalf. These third parties are processors and St Columba's requires these parties to enter a contract and agree to process this information based on our instructions and requirements consistent with this Privacy Notice.

We will not pass on your data without your explicit consent unless to meet legal obligations, regulations or valid governmental request. We may also use your personal data to detect, prevent or mitigate fraud.

6. How long do we keep your data?

Your data will be held as per the Retention Policy on our church website www.stcolumbasjersey.com

7. Your rights and your personal data

Individual rights depend on the lawful basis that the data is processed for, not all rights are absolute.

- Your right to be informed, which this privacy notice meets;
- The right to request a copy of your personal data which the Kirk Session, St Columba's Jersey holds about you;
- The right to request that the Kirk Session, St. Columba's Jersey corrects any personal data if it is found to be inaccurate or out of date or incomplete;
- The right to request your personal data is erased where it is no longer necessary;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data

controller, (known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].

- 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 processing of personal data, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics] If the processing is for direct marketing purposes, the right to object is absolute and we will stop processing your data for that purpose.
- The right to know if your personal data is used in automated individual decision making, including profiling. Currently, the Church does not process personal data this way.

9. If you wish to exercise any of your rights, contact the Data Protection Authority.

You have the right to complain to the Information Commissioner's office about anything relating to the processing of our personal information. You can contact the Jersey Office of the Information Commissioner (JOIC) telephone +44 (0) 1534 716530 or via website jerseyoic.org or at 2nd Floor, 5 Castle Street St. Helier Jersey, JE2 3BT