



SCOTTISH BAPTIST LAY PREACHERS' ASSOCIATION DATA PRIVACY NOTICE

Introduction

The Scottish Baptist Lay Preachers' Association is committed to taking seriously its' responsibilities relative to the personal data of its members and others with which it has been entrusted and to ensuring all elements of the General Data Protection Regulations (GDPR) are not only implemented, but that adequate assurances and protocols are in place and regularly reviewed to ensure we are compliant.

In accordance with GDPR, this Data Privacy Notice outlines what is meant by personal data, how we will process that data, the legal basis for doing so, how long we will keep your data for and the rights you have under GDPR - the legislation supersedes the Data Protection Act 1998.

1. Your personal data - what is it?

Personal data relates to a living person who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the **data contact person's** possession or that is likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

2. Who are we?

The Scottish Baptist Lay Preachers' Association ("**the Association**") is the data controller (contact details below). GDPR defines the data controller as 'the person or body who/which has/have control over how personal data is handled within the organisation concerned'. This means the Association is responsible for how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Scottish Baptist Lay Preachers' Association will comply with its obligations under GDPR:

- a. by keeping personal data up to date;
- b. by storing and destroying it securely;
- c. by only collecting that data which is sufficient for and/or proportionate to the requirement;
- d. by protecting personal data from loss, misuse, unauthorised access and disclosure;
- e. by ensuring that appropriate encryption is in place to protect personal data.

We use your personal data, on the legal basis of **legitimate interest** (as defined below), for the following specific purposes: -

- a. to undertake Association business, including
 - the maintenance and integrity of the membership list (password protected) on the website;
 - the maintenance and integrity of the profiles directory on the website;
 - the maintenance of accounts and financial records (including subscriptions)
- b. to enable the work of the Association, including

- the provision of pulpit supply to Scottish Baptist and other evangelical churches/settings (any request for pulpit supply will be circulated by the Secretary to members);
 - the running of the Conference, Retreat and any other events which may at any time be organised under the auspices of the Association
 - the wider work of the Baptist Union of Scotland
- c. to provide spiritual and pastoral care and support as appropriate;
 - d. to keep members, honorary members and friends in touch with the life, work, ministry and needs of the Association;
 - e. to inform you of news, events and activities organised by the Scottish Baptist Lay Preachers' Association by e-mail, the website, the 'Weekly Digest', 'Network News' and our Facebook page.

4. What is the legal basis for processing your personal data?

The legal basis for processing of data we use as the Scottish Baptist Lay Preachers' Association is **Legitimate Interest**, that is where we use the data you have already given us in a way you would reasonably expect, where there is a limited privacy impact on the individual and where there is a clear benefit to you. **Legitimate interest** allows us to fulfil the purposes stated above.

Where and when appropriate, we will also use the legal basis of **Consent** - for example before sharing any data with a third party. This consent is explicitly given by the data subject (i.e. each person) and would only be for the specific purpose outlined at the time. Under GDPR, you have the right to withdraw any consent given at any time.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with a third party out-with the membership of the Association with your consent for purposes connected to the Association. In seeking any such consent, the specific purpose for which it is being sought will always be clearly stated.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out within GDPR legislation. If you want to know more details about this, use the GDPR information services noted below. Specifically, we retain

- a. the membership list (and list of friends of the Association)
- b. articles on the website, which have been written by members, for no more than one year after publication (this would include the 'Weekly Digest' - for 'Network News' this would be for a period of two years)
- c. information entered onto the Preaching Return Database only until the preaching statistics report has been completed
- d. attendance lists (and related information) for the Conference and Retreat for no more than one month after the event

7. Your rights and your personal data

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

- the right to request a copy of your personal data which the Scottish Baptist Lay Preachers' Association holds
- the right to request that the Scottish Baptist Lay Preachers' Association corrects any personal data if it is found to be inaccurate or out of date
- the right to request your personal data is erased where it is no longer necessary for the Scottish Baptist Lay Preachers' Association to retain such data
- the right to withdraw your consent (where it has been given) 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 (where applicable) that data directly to another data controller (known as the right to data portability) [*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 arena).
- interest/exercise of official authority; direct marketing and processing for the purposes of scientific/historical research and statistics
- the right to lodge a complaint with the Information Commissioners Office (ICO) (UK) - see address below.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice. The new notice will explain the **new use** of your personal data prior to commencing the processing. It will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Contact Point within the Scottish Baptist Lay Preachers' Association - **Glen Cartwright, General Secretary, 42 Fraser Avenue, Crookfur, Newton Mearns, East Renfrewshire, G77 6HP.**

ICO Scotland contact details:

The Information Commissioner's Office

43 Melville Street

EDINBURGH

EH3 7HL

Telephone: 0303 123 1115

Email: Scotland@ico.org.uk