

How we use your personal information

This privacy notice explains the way in which Back 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.

How we collect your personal information

Back Free Church will ordinarily only collect and process data obtained via the online form on our website. Where an individual does not have access to the form, a paper version can be provided, which the person will also be asked to add their signature to. This form will then be scanned to pdf and retained in the same manner as an electronic form submission.

The following should also be noted with reference to the collection of data:

- In situations where information is ambiguous or not clear, the person will be contacted and asked to re-submit a form or provide clarity via email, which will be retained as a pdf.
- We will not accept the submission of an adult’s personal information by another person and will only accept the details of one adult per form submission.

Security and retention of personal information

We are committed to ensuring that personal information is held and retained securely and in accordance with data protection principles. More specifically, we keep data in accordance with the guidance set out in our Data Retention Policy, a copy of which is available by contacting us via the website contact form. We endeavour to remove unnecessary data as quickly as possible where we are permitted to within our legal obligations. Personal data will be deleted from our records when we are informed of a person leaving the church. Annual reviews of our data will be carried out to remove any related to persons that we have become aware have left the congregation.

You have the right to make certain requests in relation to your personal data

You can request copies of the personal data which we hold about you, by contacting us via the website contact form. If you believe that any information we hold about you is inaccurate or incomplete, please let us know so that we can have this rectified. You can request that we erase your data if there is no longer any need for us to keep it, although we may still need to retain it if the reasons why it was obtained still exist. If the only legal basis on which we hold the data is your consent, and you withdraw that consent, then we will erase your data on request.