

PRIVACY NOTICE FOR THE CHURCH OF SCOTLAND YEAR BOOK

The Church of Scotland is providing you with this information to comply with data protection law and to ensure that you are fully informed and we are transparent in how we collect and use your personal data.

Who is collecting the information?

The Editor of the Church of Scotland Year Book collates the information on individuals collected mainly by Presbytery Clerks and departments within the Church of Scotland. There is also additional information collected from published websites and external contributors. The Editor generally does not contact individuals directly but takes account of any requests received from individuals in respect of their entries in the Year Book. The Church of Scotland is the Data Controller. We have an appointed Data Protection Officer (DPO), Alice Wilson, who can be contacted by emailing: privacy@churchofscotland.org.uk

Why are we collecting it and what are we doing with it (Purpose)?

The information is collated and published for the purpose of producing an annual directory providing contact information about persons involved in the life of the Church of Scotland for their use in contacting one another and for use by others who may seek their services and/or guidance. The Year Book (published since 1886) is a valuable guide and tool for those involved in the life of the Church of Scotland and for other denominations, charities, organisations and individuals interacting with the Church of Scotland. It is intended to support the advancement of religion and to meet the objectives of the General Assembly, presbyteries, congregations, and the unincorporated agencies and committees of the Church of Scotland and its affiliated institutions.

What personal data do we collect?

- Names, qualifications, addresses, work e-mails and work telephone numbers of ministers and deacons;
- Names, qualifications, addresses, e-mails and telephone numbers of retired ministers and deacons;
- Names, addresses, e-mails and telephone numbers of readers;
- Names and work e-mails of Ministries Development Staff;
- Names, qualifications, work e-mails and work telephone numbers of selected staff employed by the Church of Scotland;
- Names and work contact details of chaplains and others employed by other organisations;
- Names and contacts details of selected staff in divinity faculties and running societies, associations, trusts and funds relevant to the work of the Church of Scotland;
- Name, e-mail and telephone number of the Session Clerks of vacant congregations or non-ministerial Interim Moderators of vacant congregations; and
- Name, qualifications, address, e-mail and telephone of ministers and deacons registered as 'Inactive' under the Church of Scotland's Registration of Ministries Act 2017.
- Note special category (sensitive) personal data is not listed here, however religious beliefs are special category data and therefore this is disclosed by identifying Ministers, Deacons etc.

How are we collecting this information? What is the source?

The Editor of the Year Book collates the information collected from the individuals mainly by Presbytery Clerks and departments (especially the Faith Nurture Forum) within the Church of Scotland. Also, some of the information is sourced from published websites and external contributors.

The lawful basis for the processing

For Session Clerks of vacant congregations, for non-ministerial Interim Moderators, for Ministers and Deacons who are registered as 'Inactive', and for those church representatives on Local Authority Education Committees who are not otherwise listed in the Year Book, the lawful basis is Article 6(1)(a) *"the data subject has given consent to the processing of his or her personal data for one or more specific purposes"*. The Presbytery Clerks collate and hold the consent forms for this purpose.

For the remaining personal data processed for the Year Book, the lawful basis is Article 6(1)(e) *"processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller"*. This is due to the Church of Scotland Act 1921 which provides the Church with authority to govern itself in matters spiritual by virtue of this Act. The Year Book is a directory to allow the Church to function. The processing of special category data under Article 9(2)(j) is *"processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject."* Therefore under the Data Protection Act 2018, the lawful basis is Schedule 1, Part 1 (4) *Research etc.* This applies as long as the Article 89(1) additional safeguards are met.

Who we share the information with:

A copy of the published Year Book is distributed to every congregation (parish minister or – if vacant - session clerk), to presbytery clerks, to certain staff within the Church Offices and to some others in the Church of Scotland working with related organisations. It is sent to the statutory UK copyright libraries. It is available to be bought by any person or organisation wishing a copy via the St Andrew Press website and the Cornerstone Bookshop, Lothian Road, Edinburgh.

Details of data transfers to any third countries or international organisations

The Year Book is available to be bought by any person or organisation wishing a copy via the St Andrew Press website and the Cornerstone Bookshop, Lothian Road, Edinburgh. This means that this information is widely available and may be shared with international organisations, including organisations based within third countries.

How long do we hold the personal data?

Entries in respect of individuals are added, amended or deleted each year for each edition of the Year Book as the Editor is advised by Presbytery Clerks and departments within the Church of Scotland or (in respect of named persons outwith the Church of Scotland) by the person or their employing organisation, or the public websites of employing organisations. The Year Book is published annually and therefore is updated each year. As per the detail under lawful basis above, the Church processes the special category data under the lawful basis of

archiving in the public interest. Therefore each Year Book is archived following the publication of the new Year Book and appropriate additional safeguards are put in place to meet the requirements of Article 89(1).

Individuals' rights in relation to this processing

Under data protection law, individuals have a number of rights. These are as follows:

- The right to be informed – this privacy notice meets that right;
- The right of access – this means you have the right to have access or receive copies of personal data held by the organisation;
- The right to rectification – this means you have the right to correct incomplete or inaccurate data about you;
- The right to erasure – this means you have the right to have your data deleted from an organisation's records;
- The right to restrict processing – this means you have the right to restrict processing. This right is normally used with other rights, e.g. rectification;
- The right to data portability – this means you have the right to request your data in a machine-readable format (e.g. a .csv file) and transfer this to another organisation;
- The right to object – this means you have the right to object to how your data is processed; and
- Rights in relation to automated individual decision making, including profiling – the Church does not carry out this type of processing.

Not all rights apply and it depends on the lawful basis as to what rights apply. For the purpose of the Year Book, consent is the lawful basis for Session Clerks, non-ministerial Interim Moderators, Inactive Ministers and Deacons and those church representatives on Local Authority Education Committees who are not otherwise listed in the Year Book. This means that all of the above rights apply, except for right to object. It is important also that the individuals can withdraw their consent at any time. To do this, the Editor of the Year Book or Presbytery Clerk should be contacted, as per the detail on the consent form.

For the remaining individuals, the lawful basis is public task. This means that all the rights apply except for right to erasure and the right to data portability. If you wish to exercise any of your rights, please email the DPO at privacy@churchofscotland.org.uk

Complaints to UK Information Commissioner's Office (ICO)

If you are concerned about how your personal data is being used by the Church of Scotland, in the first instance please contact the Church of Scotland Data Protection Officer (DPO) at privacy@churchofscotland.org.uk. If you are not satisfied with the outcome then you can complain to the regulator of data protection, the UK Information Commissioner's Office (ICO). The ICO has guidance on their website here: <https://ico.org.uk/your-data-matters/raising-concerns/>

You can email them at casework@ico.org.uk or call them on 0303-123-113 or you can send a letter to them at the following address:

Customer Contact
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF