



St Michael and All Angels' Church, Helensburgh

CHARITY Registered in Scotland SC006468

PRIVACY POLICY

This Privacy Policy covers the way in which the Vestry of St Michael and All Angels will use and disclose personal information that members, employees, volunteers, donors and other associates may provide us with.

Personal information includes any information that identifies you personally, such as your name, address, email address or telephone number.

The Vestry recognises the importance of your privacy and personal information and we have therefore outlined below how the Vestry collects, uses, discloses, and protects this information. We are registered with the Information Commissioner through the umbrella registration of St Michael and All Angels' Scottish Episcopal Church, Helensburgh and strive to comply fully with data protection law.

How We Collect Information

The Vestry receives and stores personal information provided by members, employees, volunteers and donors. This information can be supplied to us:

in writing or via email, by telephone conversation or on our website (e.g. when an individual becomes a member); or

by otherwise associating with the congregation or its organisations, (e.g. by enquiring about our work, activities, employment and volunteering opportunities); or

when donating money to the congregation or its organisations.

We may also receive information about you from third parties.

How We Use Information

We may use the information we collect:

in connection with membership records and for pastoral care purposes or in relation to your participation in our activities;

to communicate with you (e.g. by letter, email or telephone) for example to provide information relating to our work or new developments; to further our charitable aims, e.g. such as for fundraising activities;

for internal administration, such as for accounting purposes, or for analysing how we may better advance the Kingdom of God.

Disclosure of Information

The Vestry Secretary may need to disclose your information if required to do so by law.

Your Consent

For some purposes you will be asked to provide written explicit consent. By providing this consent you permit the use your personal data, including sensitive personal data such as on your health, to the collection and use of any information you provide in accordance with the above purposes and this privacy statement.

Storage and Security of Personal Information

The Vestry together with its office bearers and employees will use all reasonable endeavours to ensure that personal information is held in a secure and confidential environment and when the information is no longer needed it will be placed in a secure archive, destroyed or permanently rendered anonymous.

You may request details of personal information which we hold about you . If you would like a copy of the information held on you, please contact Henry Douglass, the nominated controller who is accountable to the Data Protection Officer and Vestry of St Michael and All Angels Scottish Episcopal Church, Helensburgh. Our Data Protection Officer is Nicholas Davies (Vsec).

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email as soon as possible to the address below*. Any information found to be incorrect will be corrected as quickly as possible.

Henry Douglass
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