



South Glasgow Church: Data Protection Policy

Introduction

South Glasgow Church is a Scottish Charity (Registration No. SC044480) and is committed to taking seriously its responsibilities in relation to the personal data of its members. We have in place safeguards to protect the information we hold about people and we respect people's rights to know how this information is handled.

As a charity we are committed to ensuring that we comply with all elements of the General Data Protection Regulations (GDPR). The Policy explains our responsibilities and how we aim to meet them.

Policy Statement

South Glasgow Church (hereafter referred to as SGC) is committed to protecting the personal data of members/adherents and respecting their rights. We process such data on the legal basis of legitimate interest to:

- 1) undertake the work of the charity which includes
 - the maintenance of a record of all SGC contacts
 - the maintenance of accounts and records (including Gift Aid applications)
 - the management of employees and volunteers
- 2) enable the work of SGC to be carried out in the local community
- 3) keep contacts informed about the work of the charity
- 4) inform contacts of news, events and activities being organised by SGC
- 5) inform contacts of other related events and activities which may interest them

How the policy will operate

As an organisation we are committed to protecting personal data from being mis-used, being shared carelessly or being inaccurate.

As a result we will ensure all personal data is:

- 1) processed lawfully and in a transparent manner
- 2) processed for specified and legitimate purposes
- 3) limited to what is necessary for the purposes for which it is being processed
- 4) accurate and up-to-date
- 5) not retained for longer than necessary for the purposes for which it is being processed
- 6) processed in a secure manner
- 7) processed in keeping with the rights of all individuals regarding their personal data