

## **Baptist Union of Scotland : General Privacy Notice**

*re: entries on the BUS secure database*

**Data Controller: Baptist Union of Scotland ('BUS')**

**48 Speirs Wharf, Glasgow G4 9TH**

**ICO Registration Number Z6393741**

### **Information we collect**

At BUS, we collect and store the relevant contact details of those with whom we wish to stay in communication in order to let them know, as appropriate, about our work and about relevant matters concerning our union.

These contact details are as supplied by the relevant data subjects themselves and we only communicate with them in ways by which they have specifically and individually given us authorisation. Such communication is necessary for the purposes outlined below.

This personal information is collected and stored on our secure database, which is compliant with current law on Data Protection.

### **Lawful Bases for processing**

The following are the lawful bases under which BUS can process your data:

**Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.

**Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

### **(Special condition applicable when appropriate)**

(d) processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in

connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;

### **Purposes: How we will use your information**

We use the personal data you provide to enable appropriate communication with you concerning the work of BUS in regard to its legitimate interests and/or activities as a religious organisation seeking to facilitate a union of member churches.

BUS may also use your personal data for the purposes of appropriate historic archiving.

Your data will neither be shared nor used for any other purpose beyond those specified above without your consent having been received by BUS

### **Retention Period**

During the period for which your personal data is held by us, your data will be held securely on the BUS secure database.

Your personal data will be updated from time to time to maintain both the accuracy and the integrity of the BUS database.

Your personal data will only be deleted on appropriate written request having been made to BUS to do so.

### **Your Rights concerning your personal data and in particular, right of access; right to provide updated information; and right to seek correction of inaccuracies**

As a data subject, you have rights under Data Protection law and these rights are fully set out in our Data Protection Policy, which can be found on the BUS website. In particular however, you have the right at any time to request a copy of the personal data BUS holds about you by emailing or writing to our Data Protection Lead (DP Lead) at the email/postal address mentioned below. We want to make sure that while we hold your personal data, it is accurate and up to date. You may therefore ask us to correct or remove any of your

personal data which you think is inaccurate and we will action your request immediately.

### **The right to withdraw consent**

You can write to us indicating that you wish to withdraw your consent to BUS holding your personal data at any time and we will action your request immediately.

### **Consequences of failing to provide data**

If you do not wish to provide your personal data for entry on our secure database, we will be unable to communicate with you. In particular, we will not be able to communicate with you regarding matters which may be of interest and/or importance to you concerning BUS.

(Note: The provision of personal data to BUS is not part of any statutory requirement or obligation and BUS does not use personal data for any automated decision making or profiling).

### **The right to lodge a complaint with the supervisory authority**

The supervisory authority regarding questions to do with Data Protection is the Information Commissioner's Office (ICO), which can be contacted by telephoning 0303 123 1113.

### **Privacy Policy**

At BUS, we take Data Protection and the processing of personal data very seriously. We seek to review and when necessary update our Data Protection policy and procedures regularly.

### **How to contact us**

If you have any questions about our Data Protection Policy or wish to ask about your personal data, please email or write to Alan Donaldson, our General Director, who is also the DP Lead and DP contact point for BUS. Alan's

email address is [alan@scottishbaptist.org.uk](mailto:alan@scottishbaptist.org.uk) and the postal address of the office is at the top of this notice.