

PRIVACY POLICY

Gorgie Gospel Hall

4 Smithfield Street, Gorgie, Edinburgh EH11 2PJ.

www.gorgiegospelhall.org

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Who are we?

Gorgie Gospel Hall is a small assembly of Christians who meet regularly in the Gorgie area of Edinburgh.

Gorgie Gospel Hall is a data controller. This means we decide how your personal data is processed, and for what purposes. Our contact details are above.

What is personal data?

Personal data is information about a living individual who can be identified from that data.

How do we process your personal data?

Gorgie Gospel Hall recognises the importance of protecting personal data and we are committed to complying with our obligations under data protection laws. In particular, we will ensure that all personal data is:

- processed lawfully, fairly, and in a transparent manner;
- processed for specified, explicit, and legitimate purposes and not in a manner that is incompatible with those purposes;
- adequate, relevant, and limited to what is necessary for the purposes for which it is being processed;
- accurate, and where necessary, kept up-to-date;
- not kept longer than necessary for the purposes for which it is being processed;
- processed in a secure manner, by using appropriate technical and organisational means; and
- processed in keeping with your rights regarding your personal data.

What kind of personal data do we process?

Most of the personal data we process is obtained directly from the individuals, for example where they complete a form or contact us. We may collect and process names, addresses, and contact details. Where catering is offered, we may collect information regarding any relevant dietary requirements.

We may also receive letters of introduction and commendation from other assemblies and churches.

Why do we process your personal data?

We may use your data for the following purposes:

- to maintain our list of assembly members and attendees;
- to provide pastoral support for individuals associated with us;
- to help us provide voluntary services to the community including food and literature distribution, parent and toddler groups, and youth groups;
- to safeguard children, young people, and vulnerable adults;
- to inform individuals of news, events, activities, meetings, and services at Gorgie Gospel Hall and other churches and organisations;

- to raise and distribute funds for the furtherance of the Christian gospel and the relief of poverty;
- to maintain our accounts and records;
- to maintain the security of our premises;
- to operate our website; and
- to respond effectively to enquirers and to handle any complaints.

What is the legal basis for processing your personal data?

Data protection law requires us to have a lawful basis for all personal data processing activities. The lawful bases which we may rely upon are:

- Your consent. You can revoke your consent at any time. You can do this by contacting us.
- Legal Obligation. This is where processing personal data is necessary for us to comply with a legal obligation.
- Legitimate Interest. This is where processing personal data is necessary for our legitimate interests, but not where our interests would be overridden by your own interests, rights, and freedoms.

Where we are processing 'special categories' of personal data, for example information about your religious beliefs, we will only do so with your explicit consent, or where the processing relates only to members or former members (or those who have regular contact with us) and is not disclosed to a third party.

Do we share your personal data?

Gorgie Gospel Hall is governed autonomously by its elders and members. We are not part of any denominational body or organisation. As such, we do not share your personal data with any other organisations or external parties.

How long do we keep your personal data?

We will not keep personal data longer than is necessary for the purposes that it was collected for. We will use appropriate measures to keep personal data secure at all points of the processing.

What are your rights with respect to the personal data that we process?

You have rights under data protection law, including:

- the right of access – you can ask us for a copy of the personal data we hold about you;
- the right to rectification – you can ask to correct any personal data which is found to be inaccurate or out-of-date;
- the right of erasure – you can ask us to erase your personal data in certain circumstances;
- the right to withdraw your consent;
- the right to object – you can object to our processing of your personal data; and
- the right to complain to the Information Commissioner's Office.

What if I have any further questions?

If you have any queries, or if you wish to complain or to exercise your rights, please get in touch with us using the contact details above.