

The Baptist Union of Scotland

a Company Limited by Guarantee (Registered Company Number SC620266), with Registered Scottish Charity Number SC049047, and having its Registered Office at 48 Speirs Wharf, Glasgow G4 9TH

Privacy Notice for Events advertised and hosted or presented by The Baptist Union of Scotland

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

ICO Registration Number: Z6393741

Information BUS collects

BUS advertises events which BUS intends to host or otherwise present. This advertising may be displayed on the BUS website www.scottishbaptist.com or by other means. As Data Controller, and in order to facilitate all such events, BUS will invite potential attendees to fill in an appropriate registration form for the specific event which they wish to attend, giving their contact details of full name; email address/postal address; telephone number; and where appropriate, the name of their home church. BUS collects this information from potential attendees so that:

- BUS can, in advance, know who and how many people intend to attend each event;
- BUS can appropriately liaise with registered attendees about any advance changes to event details;

- BUS can send registered attendees any appropriate pre-event information or documentation; and
- BUS can send registered attendees any appropriate post-event information or documentation.

Lawful Basis for processing this information

The following are the lawful bases under which BUS can process this information:

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

Contract: 'the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract'

Legitimate Interests: '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'

Special conditions applicable

BUS relies on the following special conditions in processing this information:

Explicit Consent: 'the data subject has given explicit consent to the processing of those personal data for one or more specified purposes'

Not for Profit Bodies: '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'

How BUS will use this information

BUS uses this information for the following purposes:

- to know who and how many people intend to attend each event;
- to appropriately liaise with registered attendees about any advance changes to event details;
- to send registered attendees appropriate pre-event information or documentation;
- to send registered attendees appropriate post-event information or documentation; and
- when appropriate, to send registered attendees relevant details of any further levels of a specific course forming part of the event for which they have registered.

This information will not be used for any other purpose and, during the period for which it is held by BUS, this information will be held securely by BUS' chosen ticketing agents and / or on the BUS secure systems.

Retention Period

This information will be destroyed / deleted within three months of an event having taken place. The only exception to this will be where further levels of training forming part of the same event are offered and in this case, this information will be deleted within three months of the last training date offered as part of that particular event.

Rights/Access to, and correction of, your personal data

All data subjects have rights under data protection law and these rights are fully set out in the BUS data protection policy, which can be found on the BUS website www.scottishbaptist.com.

In particular, data subjects have the right at any time to request a copy of the personal information BUS holds about them by writing to or emailing the BUS DP Lead (*contact details below*). BUS will action such a request immediately.

BUS wishes to make sure that while it holds this information, it is accurate and up to date. Data subjects may request BUS to correct or remove any of their personal data which they consider to be inaccurate, and BUS will also action such a request immediately.

The right to withdraw consent

Data subjects can withdraw their consent to BUS holding their personal information at any time, and BUS will action such a request immediately.

Consequences of failing to provide data

If a data subject does not wish to provide (or requests the removal of) the personal information requested on a registration form for a BUS event, BUS will not then be able to register (or continue to hold the registration of) that data subject for the event concerned.

Further, BUS will not be able to communicate with that data subject personally, either to provide them with any advance or post-event information or materials/ documentation, or to advise them of any changes to the date, time, venue or content of that event.

(Note: The provision of personal information to BUS is not part of any statutory requirement or obligation).

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

BUS takes data protection and the processing of personal information very seriously. BUS seeks to regularly review and when necessary update its privacy policy and procedures.

How to contact BUS

If you have any questions about the BUS data protection policy or wish to ask about your personal information held by BUS, please email or write to Martin Hodson, the General Director and DP Lead for BUS. Martin's email address is martin@scottishbaptist.org.uk and the postal address of the BUS registered office is as shown above.