

The Baptist Union of Scotland

The Baptist Union of Scotland is 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

General Privacy Notice for contact details held on the BUS secure systems

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

ICO Registration Number: Z6393741

Information BUS collects

BUS collects and stores contact details for those with whom it wishes to communicate, as and when appropriate, about both the work of BUS and relevant matters concerning its union of member churches ('Union').

These contact details are as individually supplied by the data subjects themselves. BUS only communicates with these data subjects in ways by which they have specifically and individually given BUS authorisation. Such communication is necessary for the purposes stated below.

This information is collected and stored on the BUS secure systems.

The BUS secure systems are maintained in compliance with current data protection law .

Lawful Bases for processing

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'*

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'*

(Note: The legitimate interests of BUS are as a religious organisation facilitating the Union).

Special conditions

When appropriate for its processing of this information, BUS relies on the following special conditions:

'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'

and/or

'processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes'

and/or

'processing is necessary for the establishment, exercise or defence of legal claims'

Purposes for which BUS uses this information

BUS uses this information to enable appropriate communication concerning its legitimate interests and/or activities as a religious organisation seeking to facilitate the Union.

BUS may also use this information for statistical purposes, for the purposes of archiving in the public interest and for both research into and maintenance of its current and historical records.

BUS may also use the information to establish and/or exercise any legal rights or claims BUS may have, and/or to defend any legal claims which may be made against BUS.

Under exception of:

- (1) appropriate data sharing with Scottish Baptist College, a Company Limited by Guarantee (Company Number SC535661), with Registered Scottish Charity Number SC016819, and having its Registered Office at E303, Henry Building East, University of the West of Scotland, Paisley PA1 2BE (*see further below*); and
- (2) any legal obligation on BUS to appropriately retain or share this information with any public authority;

this information will neither be shared, nor used for any other purpose, without BUS having first received individual explicit consent from the data subject concerned.

For security and protection, the sharing of this information between BUS and Scottish Baptist College ('the College') is the subject of a separate data sharing agreement, the content of which appropriately restricts both what information BUS can share and how the College can use the shared information.

Retention Period

During the period for which this information is held by BUS, the information will be held securely on the BUS secure systems.

This information will be updated from time to time to maintain both the accuracy and the integrity of the BUS secure systems.

This information will be deleted only on appropriate written request to do so having first been made to BUS by a data subject (or their authorised representative). BUS will immediately action such a request.

Rights concerning this information and in particular, right of access; right to provide updated information; and right to seek correction of inaccuracies

All data subjects have rights under data protection law. 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 emailing or writing to BUS.

BUS seeks to ensure that the information it stores on its secure systems is kept accurate and up to date. Data subjects can ask BUS to correct or remove any of their personal data which they consider to be inaccurate, and BUS will immediately action such a request.

The right to withdraw consent

At any time data subjects can write to BUS indicating that they wish to withdraw their consent to BUS holding their personal information, and BUS will immediately action such a request.

Consequences of failing to provide data

If a data subject does not wish to provide their contact details for entry on the BUS secure systems, BUS will be unable to communicate with them individually.

(Note: The provision of personal information to BUS is not part of any statutory requirement or obligation and BUS does not use personal information 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

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

How to contact BUS

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