



The Church of Scotland

Clèir Eilean Ì:
Highlands and Hebrides

Privacy Notice

Publication of Charity Trustees' information on the Scottish Charity Register

Clèir Eilean Ì is providing you with this Privacy Notice in order to comply with data protection law and to ensure transparency in the collection and use of your personal data.

Who is collecting the information

Clèir Eilean Ì is the Data Controller. The Presbytery Support Officer, Mrs Amanda Anderson is the Data Protection Coordinator. The finance team - Presbytery Finance Convener, Mrs Lorraine Sinclair and Presbytery Finance Officer, Mr Tom Jordan are responsible for overseeing distribution requests in line with GDPR, collating and storing the OSCR data and also liaising with OSCR publication materials and requests. The Data Protection Coordinator will ensure this is stored securely, used only for its purpose and deleted safely within the time constraints. The main contact for queries in relation to this processing is financeCEI@churchofscotland.org.uk or AAnderson@churchofscotland.org.uk

Why this personal data is required (purpose)

The Charities (Regulation and Administration) (Scotland) Act 2023 has brought in a number of changes to charity regulation in Scotland. The Office of the Scottish Charity Regulator (OSCR) has been granted additional powers and charities are now required to provide additional information to OSCR. All charities are required to record, keep up to date and inform OSCR of personal data of all trustees and OSCR will publish the first name and last name of each trustee for the Congregation on the Scottish Charity Register.

What personal data is needed

The personal data required from you is: first and last name, personal contact address, personal email address, contact telephone number, date of birth, date of commencement of trusteeship, and date of ceasing to be a trustee (if applicable). This personal data will be deemed to be special category personal data as it will likely indicate religious belief. The Trustee must record whether an exemption from name publication has been requested or granted. Trustees are able to apply for their name not to be published, but only where this may put safety or security in jeopardy.

The information source

The information will be collected directly from you. The Presbytery Finance Convener and Presbytery Finance Officer will store the information securely and ensure that the data is accurate and up to date. The Presbytery Finance Convener / Officer will use that data for the purposes detailed in this Privacy Notice.

The lawful basis for processing this personal data

The lawful basis for processing charity trustees' data for the purpose outlined above is UK GDPR Article 6(1)(c) *"the processing is necessary for compliance with a legal obligation to which the Data Controller is subject."*

Who the personal data will be shared with

The data will be shared with OSCR annually and will include the personal data of the charity trustees referred to above, the annual report, the annual accounts, and the external scrutiny report. OSCR will publish the first name and last name of each trustee on the Scottish Charity Register and personal data contained in the aforementioned reports will also be visible.

The length of time the personal data will be held for

The personal data will be held for the period that each trustee is in office. This will be reviewed annually (at the least).

Individuals' rights in relation to this processing

Individuals have a number of rights under data protection laws. These rights are detailed on the Church of Scotland website which can be accessed by clicking [here](#). For the purposes of this processing, all the rights apply with the exception of the right to erasure, the right to data portability and the right to object. If you wish to exercise any of your rights, please contact the Data Protection Coordinator for Clèir Eilean ì, AAnderson@churchofscotland.org.uk OR the main contact for queries in relation to this processing is cleireileani@churchofscotland.org.uk

Complaints to the Church of Scotland

If you are concerned about how your personal data is being used by the Church of Scotland, please contact - in the first instance - the Data Protection Coordinator for Clèir Eilean ì, AAnderson@churchofscotland.org.uk OR the main contact for queries in relation to this processing cleireileani@churchofscotland.org.uk and the Data Protection Officer for the Church of Scotland at privacy@churchofscotland.org.uk, if required.

Complaints to the Information Commissioner's Office (ICO)

If you are not satisfied with the outcome of your complaint to the Church of Scotland, a referral can be made to the UK regulator of data protection, the Information Commissioner's Office (ICO).

The ICO has guidance on their website: <https://ico.org.uk/your-data-matters/raising-concerns/>

The ICO can be contacted by email casework@ico.org.uk or by telephone on 0303 123 1113.

Alternatively, their postal address is:

Customer Contact
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Further information

If you would like further information in relation to this Privacy Notice, please contact the Data Protection Officer for the Church of Scotland at privacy@churchofscotland.org.uk.

This Privacy Notice may be updated from time to time to reflect changes in legal requirements or other operational reasons. The latest version will always be available from cei.presbytery.org.uk