

Stirling Street Pastors

General Privacy Notice



How the information we hold on you will be used

1. Personal data is any information about a living person which allows them to be identified (e.g. a name, email address, address, image, ID number). Identification can be by the information alone or along with any other information.
2. Your information (which is also called your personal data) will be kept by Stirling Street Pastors (which is also called the local initiative). You can contact Stirling Street Pastors about your information or any other questions by writing to us at the address below:

Data Protection Officer, Stirling Street Pastors, Park Church, Park Terrace, Stirling, FK8 2NA
By email to Stirling@streetpastors.org.uk and calling us on the telephone on 07545 527511.

3. Stirling Street Pastors is part of a larger family of Street Pastors in the UK who all report in to Ascension Trust, a charity registered in the UK. Stirling Street Pastors, the other Street Pastor areas and Ascension Trust all work together to deliver the Street Pastors' mission in different places throughout the UK. We may need to share the information that we have about you with these other organisations so that they can carry out their work. The Street Pastor network (which includes us) and Ascension Trust are all in control of deciding what to do with the information that we have about you and need to let you know how your information is used. This document telling you about your rights is sent to you by Stirling Street Pastors on our own behalf and on behalf of these other organisations.
4. As the people responsible for holding your information at Stirling Street Pastors we will comply with the law to keep any information we hold about you up to date; store and destroy it safely; not collect it or keep more information than we need about you; keep your information safe, and protect it from being lost, or being seen by anyone who is not entitled to see it, misuse it or show it to anyone that they are not supposed to.
5. We will use the information that we have about you for one or more of the reasons set out below:
 - (a) To allow us to do Street Pastor work in our local community, and to carry out other charitable or voluntary activities to help the public.
 - (b) To raise money and tell people about what we do.
 - (c) To send you information that you may have asked for, or that you may be interested in, about the work that we do, events we are putting on, to raise money for us, or other campaigns and appeals.
 - (d) To process any money that you have given us.
 - (e) To maintain our records and accounts.
 - (f) To tell you about changes to the things that we do, events or the people working for us.
 - (g) To ask for your comments or views.
 - (h) To process applications for a role.

- (i) To help us to provide a free service to help the public in Stirling as set in our main document (known as a governing document) which describes what we do and how we do it.
6. We may use the following information about you:
- (a) Your names, titles, nicknames, photographs of you.
 - (b) Your contact details, e.g. telephone numbers, addresses and email addresses.
 - (c) Where we need to we may use information such as your date of birth, whether you are married or not, your nationality, your family structure (who is in your family), any children you may have, where you went to school, your school or professional qualifications and your work details or where you worked in the past, if you have ever had a job.
 - (d) Where you make donations to us or pay for activities or buy anything from us, financial details such as your bank account numbers, payment card numbers, payment/transaction details, policy numbers, and claim numbers.
 - (e) Other personal information created, obtained, or used when we carry out our activities including (but not only) recordings of our telephone conversations with you, your computer's Internet addresses and details of your visits to our website, and records of any visits you make to us.
 - (f) The information we have about you is likely to include sensitive personal information because as a Christian organisation the fact that we have your information may indicate that you have a certain religious belief. We may also have other kinds of personal information about you that shows where you came from, what race you are, any religion that you follow or the things that you believe in, and the processing of genetic data, information about you which will identify you as a natural living person, and information about your health.
7. Whilst we will depend on you agreeing for us to use this information, we will also have another basis on which we can use your information known as a legitimate interest, which means we need to use your information in order for us to do the work that we do. As a Christian organisation we may have information about your religious belief to manage any membership that you have with us. Whilst relying on our legitimate interest to use your information we will always take into account your interests, rights and freedoms and how you feel about us using your information.
8. Some of our use of your information is necessary so that we can keep to the law. Where we want to use your personal information for another new reason, we will first contact you and get your permission to use your information in that way.
9. Your personal information will be treated as strictly private. It will only be shared with other organisations or people where it is necessary so that we can carry out the work that we do or where you have given us permission before.
10. We may also share your personal information with people who act on our behalf known as agents, servants and contractors. For example, we may ask another organisation to send out newsletters to you for us, or to look after our computer records software.
11. We don't plan on sending any of your personal information to anyone outside of the UK, but if we do need to do so, we will ask your permission before we do. Any electronic personal information transferred to countries outside the UK will only be placed on systems which have the same level of protection for you and the same rights as you do in the UK either through

international agreements or contracts approved by the UK. Our website is also available from overseas so on occasion some personal information (for example in a newsletter) may be able to be seen from overseas.

12. We will keep your personal information only for as long as we need it and in line with our Data Retention Policy which sets out how long we can keep personal information. We will delete your personal information when it is no longer needed. Some of your personal information may be retained by the organisation for historical, statistical or research purposes.
13. We will keep some records permanently if we have to by law. We may keep some other records for a longer period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years just in case the government tax service needs to look at them.
14. As someone whose personal information Stirling Street Pastors holds (also known as a data subject) you have the following rights:
 - (a) The right to be informed of your rights as a data subject through this privacy notice.
 - (b) The right to know and see the information Stirling Street Pastors holds on you.
 - (c) The right to correct the information we hold on you if it is wrong.
 - (d) The right to delete the information we hold on you.
 - (e) The right to restrict or limit how we can use your personal information.
 - (f) The right to for you to transfer the personal information we have on you to another organisation if it is computerised.
 - (g) The right to object to the use of your personal data.
 - (h) Rights in relation to decisions automatically made by a computer about your personal information.
15. When using any of the rights listed above, in order to deal with your request, we may need to get proof of who you are for your security. If we need to do this we may need you provide proof of who you are before you can use any of these rights.
16. You can remove your permission which allows us to use your personal information at any time. To do so please contact us using the contact details in paragraph 2 above.
17. Stirling Street Pastors currently has no process which uses a computer to automatically make a decision for us. If in future we want to do this, we will contact you and get your permission before we use your personal information in this way.
18. If at any time you are unhappy with the way in which we use your personal information you can complain to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane Wilmslow
Cheshire SK9 5AF
www.ico.org.uk/concerns/handling/

Stirling Street Pastors is a Scottish registered charity No SC042163