**Privacy Notice**

**Church of Scotland Office of the Assembly Trustees**

**Grants awarded on behalf of the Church of Scotland**

**Purpose of this Notice**

This Privacy Notice outlines the way in which the Church of Scotland Office of the Assembly Trustees (for the purposes of this Privacy Notice hereafter “the Church”) will use personal information provided to us in connection with grants awarded on behalf of the Church of Scotland, including for the purposes of processing grant applications and administration of the grants process. Personal information includes any information that identifies you personally, such as your name, address, email address or telephone number.

The Church recognises the importance of your privacy and personal information and we have therefore outlined below how we use, disclose and protect this information for the purposes of awarding grants.

**Information we will collect**

We will collect personal data including names and contact information of grant applicants. Grant application forms may require the collection of personal data relating to others than those who are completing the application form and in those cases the person completing the application must have the consent of the other party to include their information.

**How we use information**

We use the information you give to us:

* for the purposes of considering, reviewing and reaching decisions about grant applications – which may involve third parties;
* for assisting grant applicants in the application process;
* to fulfill contractual or other legal obligations; and
* to further the charitable aims of the Church.

**Disclosure of information**

The Church will use and disclose the information within the Church of Scotland for the purposes of administering grants. Additionally, information may be shared with third parties with whom the Church has contracted for the purposes of administering the grant application and decision process. **For the purposes of this privacy notice your personal data will be shared with the Scottish Council for Voluntary Organisations (“SCVO”).** SCVO are the administrators of the grant application platform for the Church. **SCVO will provide you with their own privacy notice and will confirm any third parties engaged by them for the purposes of administrating the grant platform.** Information will not be shared with any other party without your consent unless we are obliged or permitted to do so by law.

**Basis for processing personal information**

The Church processes your information for the purposes of administering grants and the lawful basis we rely on for processing this information is for the fulfillment of an agreement with you, with appropriate safeguards in place. We also process information where this is necessary for compliance with our legal obligations.

**Storage and security of personal information**

The Church will strive to ensure that personal information is accurate and held in a secure and confidential environment. We will keep your personal information for the period that you have contact with us through any grants process and for a period of up to seven years following the end of the purpose for which a grant is awarded for the purposes of auditing and in order to respond to any questions or complaints or to show that we treated you fairly, or otherwise so long as we are obliged to keep it by law. We may also keep anonymised data for statistical purposes but if so we will only use it for that purpose. When the information is no longer needed it will be securely destroyed or permanently rendered anonymous.

**Getting a copy of your personal information**

You can request details of the personal information which the Church holds about you by contacting us using the contact details given below.

**Inaccuracies and Objections**

If you believe that any information the Church holds about you is incorrect or incomplete or if you do not wish your personal information to be held or used by us please let us know. Any information found to be incorrect will be corrected as quickly as possible.

You have the right to object to our use of your personal information, or to ask us to remove or stop using your personal information if there is no need for us to keep it. There may be legal or other reasons why we need to keep or use your data, but please tell us if you think that we should not be using it.

You can withdraw your consent at any time, in which case your grant application will be withdrawn. Please contact us if you want to do so.

**Contact us**

You can contact us by getting in touch with the Grants Manger, David Williams, at 121 George Street, Edinburgh, EH2 4N or by emailing Dwilliams@churchofscotland.org.uk.

**How to complain**

You have the right to complain to the Information Commissioner’s Office about anything relating to the processing of your personal information by MMCPC. You can contact the ICO via its website at [www.ico.org.uk](http://www.ico.org.uk) or at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.