

St Andrews Data Privacy Policy

There have recently been major changes to privacy and data protection law. The new General Data Protection Regulation ("GDPR") comes into effect throughout the European Union on 25 May 2018. These changes will better protect your personal information, giving you more control over your personal data, how it is used and how you are contacted.

The GPDR covers all organisations and institutions within the EU, and therefore includes St Andrews and its French legal entity Association Eglise St Andre. We are therefore writing to you to let you know of St Andrew's Data Privacy Policy.

St Andrews holds the following personal data:

1. Contacts Lists for members of the congregation.

You have previously provided St Andrews with your contact details, so that we can keep in touch and let you know of services, fund-raising and other news and events. This Contacts List is held by the Church Wardens.

The personal data comprised in these Contact Lists is kept on a confidential basis and is not made available to anyone else within the church or outside.

2. Records of church giving.

Records are kept by the Treasurer of your generous giving to St Andrew's by cheque or standing order. These records are kept to enable St Andrew's to prepare annual accounts and to provide annual receipts for individuals to claim relief from income tax to the extent provided by French tax law.

These records are held by the Treasurer on a confidential basis and are not made available to anyone else, except for St Andrew's accountant and auditor who prepare the statutory accounts at the end of the financial year. The records are kept for so long as is necessary to comply with French law.

3. Electoral roll

The Electoral Roll consists of the names and addresses of those members of the congregation who have asked for their names to be entered on the Roll, and is revised annually. The Electoral Roll is an important resource in the administration of the Anglican Church, as it enables those on the Roll to vote at the chaplaincy Annual General Meetings.

The personal data on the Roll is kept by the Church Council of St Andrew's on a confidential basis and is not made available to anyone else, save that a copy of the annual revision of the Roll is exhibited each year on the notice

board at the back of church for 14 days before the St Andrew's AGM in the month of April in accordance with Anglican Church procedures.

If you wish to inspect, correct, or erase any of the above personal data held by St Andrew's, or if you have any queries regarding the Data Privacy Policy, please contact the Church Wardens (or indeed any other member of Church Council) in the first instance.

If you are still dissatisfied with the way in which St Andrew's holds your personal data, you may also contact the French Data Protection Authority CNIL (www.cnil.fr) or the Information Commissioner Office in the UK (www.ico.org.uk)