

Cairngorms Christian Centre

Privacy Policy

In accordance with GDPR (General Data Protection Regulations EU) and the Data Protection Act UK. Cairngorms Christian Centre Board, Management, Staff & Volunteers agree to maintain a policy of privacy and confidentiality in respect of all information/data received and to comply with the aforementioned regulations.

To this end Cairngorms Christian Centre will

- carry out a Data Protection Impact Assessment (DPIA)
- conduct a data inventory and data flow audit
- identify risks and implement steps to minimise risk of breach of privacy
- create a Privacy Statement for all Centre users
- establish an accountability framework
- review & amend as necessary

Data Protection Impact Assessment

Visitors

The information collected and stored includes -

- name, address, telephone/mobile number/s & email address
- name of organisation (if applicable)
- name of person responsible for group (if applicable)
- all the above as well as any other relevant information which is shared voluntarily

The information is used to

- provide the elements of the service essential to the comfort and safety of all visitors and to support the aims of each visiting group.
- to inform and update with relevant information

Information is stored electronically on the laptop & /or hard copy (Enquiry forms /Booking forms) which are filed. Contact numbers are stored on the mobile.

The electronic devices are password protected and the filed information is in locked office.

No data is collected via cookies or any data gathering system.

Staff

Contact numbers on mobile (password protected)

Email addresses (password protected)

PAYE information (filed)

Board Members

Contact numbers on mobile (password protected)

Email addresses (password protected)

Providers of Services (plumber electrician etc) as above

Data Flow

No visitor information held confidentially is passed on to any person, organisation or agency unless by prior agreement or express wish (eg. contact email or 'phone no.)

No-one other than authorised personnel (2/3) have access to this information.

Email address book information is not used for marketing purposes.

The risk of breach of privacy is considered to be very low.