

**Baptist Union of Scotland (BUS)**  
**48, Speirs Wharf, Glasgow G4 9TH**  
**Charity Registration SC004960**

**Privacy Notice in relation to Events advertised and hosted by BUS**

**Information we collect**

At BUS, we advertise events which we are hosting. This advertising may be presented on our website or by other means. As Data Controller and in order to facilitate all such events, we will invite you to fill in the appropriate registration form for the specific event you wish to attend, giving your contact details of full name; email address/postal address; telephone number; and where appropriate, the name of your home church. We collect this personal data from you is so that:

- we can know who and how many people are attending the event concerned;
- we can liaise with you about any advance changes to the event details;
- we can send you any appropriate pre-event documentation relating to that specific event; and
- we can send any appropriate post event documentation relating to that specific event.

**Lawful Basis for processing**

The following is the lawful basis under which BUS can process your data:

*Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.*

### **Special condition applicable**

BUS relies on the following special condition in processing your data:

*Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects.*

### **How we will use your information**

BUS uses the data you provide for the following purposes :

- to know who and how many people are attending the event concerned;
- to liaise with you about any advance changes to the event details;
- to send you any appropriate pre-event documentation relating to that specific event;
- to send any appropriate post event documentation relating to that specific event; and
- to send you details of the further levels of the specific course.

Your data will not be used for any other purpose and during the period for which your data is held by us, your data will be held securely by our chosen ticketing agents and/or our secure database.

### **Retention Period**

Your data will be destroyed/ deleted within three months of the event having taken place, except where further levels of training on the same subject are offered.

### **Rights/Access to your information and Correction**

As a data subject, you have rights under Data Protection law and these rights are fully set out in our Data protection Policy. In particular however, you have the right at any time to request a copy of the personal data BUS holds about you. If you would like a copy of the data that is held about you personally , this

can be obtained by emailing our DP Lead at the address below. We want to make sure that while we hold your personal data, it is accurate and up to date. You may therefore ask us to correct or remove any of your personal data which you think is inaccurate and we will action your request immediately.

### **The right to withdraw consent**

You can withdraw your consent to BUS holding your personal data at any time and we will action your request immediately.

### **Consequences of failing to provide data**

If you do not wish to provide the personal data requested on a registration form, we will not then be able to register you for the event concerned. Further, we will not be able to communicate with you personally to either provide you with any advance materials/ documentation or advise you of any changes to the date, time, venue or content of that event.

### **The right to lodge a complaint with the supervisory authority**

The supervisory authority regarding questions to do with data protection is the Information Commissioner's Office (ICO), who can be contacted by telephoning 0303 123 1113.

### **Privacy Policy**

At BUS we take Data Protection and the processing of personal data very seriously. We seek to review, and when necessary, update our privacy policy regularly.

### **How to contact us**

If you have any questions about our Data Protection Policy or wish to ask about your personal data, please email or write to Alan Donaldson, our General Director, who is also the Data Protection Lead and DP contact point for BUS. Alan's email address is [alan@scottishbaptist.org.uk](mailto:alan@scottishbaptist.org.uk) and the postal address of the office is as above.