

St John's Church of Scotland, Carluke
Scottish Charity Number: SC004066

Summary of Data Use in St John's Church
5 April 2018

1. Lists of Members of Congregation and Organisations

Purpose	Data Subjects	Type of Personal data	Data Processor(s)
Church Membership	Members Adherents	Contact details ¹	Minister Session Clerks Clerk to the Board Roll Keeper
	Trustees Other Office-bearers	Telephone number(s) Email address Office held	Minister Session Clerks Clerk to the Board Roll Keeper
Supplementary Roll	Members no longer in contact	Last known contact details	Session Clerks Roll Keeper
Youth Church	Children and Young people	Contact details Carers' contact details	Minister Youth Church Leaders
JAFFA Club and JAFFA 2	JAFFA Members	Contact details Carers' contact details Health information	JAFFA Organiser

Purpose	Data Subjects	Type of Personal data	Data Processor(s)
Grace Notes	Grace Notes Members	Contact details Carers' contact details Health information	Grace Notes Leaders
Boys' Brigade	BB Members	Contact details Carers' contact details Health information	BB Captain
Guild	Guild Members	Contact details	Guild secretary
CARE club	CARE Club Members	Contact details	CARE Club secretary
Staff administration	Employees	Contact details Contracts of employment	Management Team Treasurer

2. Other Purposes

Purpose	Data Subjects	Type of Personal data	Data Processor(s)
FWO	Members giving by FWO	Contact details	FWO Organiser
Gift Aid tax recovery	Members giving by Gift Aid	Contact details Bank details	Gift Aid Organiser
Accommodation Letting Management	Applicants for lets	Contact details	Hall Lets Convenor
Newsletter Distribution (paper version)	Members Adherents	Contact details	Newsletter Distribution Organisers Newsletter Deliverers
Newsletter Distribution (electronic version)	Members Friends of Congregation ²	Email address	Newsletter editor
Kettle's On rota	Volunteers to take part in rota	Contact details Availability	Kettle's On organiser
Urn's On rota	Volunteers to take part in rota	Contact details Availability	Urn's On organiser
Safeguarding	Volunteers for work with children and adults at risk	Contact details as required by Disclosure Scotland	Safeguarding officer(s)
Data Protection	Main data processors	Contact details Telephone number(s) Email address	Data Protection Officer
Pastoral Care	Elderly, ill and house-bound members	Contact details Associated visitor	Pastoral Care organiser

¹ Contact details consist, at minimum, of Title, Forename, Surname and Postal Address. Where two individuals share all these data, eg father and son at same address, Middle Name(s)/Initial(s) are used if available, otherwise another distinguishing datum is created

² Friends of the Congregation are defined as individuals who are not members or adherents, but who have a regular contact with the Congregation.