

## Cardonald Parish Church, Glasgow: Guidance for Attending Services of Worship v2

To comply with Scottish Government and Church of Scotland guidelines, there are a number of measures we are required to follow to help people to keep safe while attending services of worship in the church buildings. Please read this guidance carefully before planning to attend any service of worship, thank you.

- **Registration:**

- To attend a service, please phone or email the church office with your name and contact phone number or email during the week preceding the service you wish to attend.
- Contacting us in good time greatly helps with the smooth running of the registration process. If you book a place and later find that you are unable to attend, please notify us.
- Your personal data will be retained for up to 28 days and then disposed of securely. **See Appendix 1 for full details.**

- **Assessment:**

- The Church of Scotland has produced an 'Assessment Tool' (**see next page**) to help you decide if it is safe for you to return to services or other activities in the church building at this time.
- This is for your guidance. You will not be asked to disclose details of your assessment tool score.
- It is up to each individual to decide what is right for them.

- **Attending:**

- Please **only enter** via the main gate and main sanctuary door on Paisley Road West.
- Doors will be **open from 15 minutes before** the start of the service. A toilet will be available.
- Please maintain a **2-metre physical distance** from people from other households at all times.
- A **face covering or mask must be worn** on entering the building, and be kept on until leaving the building – unless you are exempt from having to wear one. (Masks are available if required.)
- **Hand sanitiser gel** will be provided and **must be used as you enter and leave the building.**
- A **collection plate** will be located near the main doors for those who wish to bring an offering.
- On entry, you will be allocated a seat in the pews and directed to this by one of the door team. Pews will be filled from the front backwards. **Please sit in the seat you are allocated.** Couples and families who are part of the same household will be able to sit together in designated seats.
- **Please remain in the seat** you are allocated during the service until invited to leave at the end.
- There will be **no singing** during the services.

## Assessment ‘Tool’ for individual and group health risks

The assessment ‘tool’ below helps you to see how different risk factors may combine to give serious health complications should you catch the COVID-19 virus. It does not include the factors that may make you clinically extremely vulnerable, where you should be following the guidance for those who are ‘shielding’. It includes the factors where there is significant statistical evidence but does not include any rarer conditions which you may have, so this only offers a starting point. You may want to discuss the results with your doctor or with those who have expectations about your involvement with church life.

This should be read alongside the full text of the Church of Scotland’s “Covid-19 (Coronavirus) Reopening of Church Buildings” which includes guidance about minimising risks in the church context, and other government or local advice about staying safe. We are not claiming medical expertise in sharing this way of scoring your risk but giving a way to show how serious catching the virus may be for you or the groups using your church building(s).

Circle the score next to each one that applies to you and add up your score. A score of under 3 indicates a lower risk, but you should still be following the guidance for staying safe.

A score of 3-5 suggests a greater risk and you should consider ways of reducing your risk by taking additional precautions or avoiding some activities.

A score of 6 or more suggests a high risk and indicates that you should continue to work or participate in church life from your home.

Risk Factor		Total Score
<b>Age</b>	50-59	1
	60-69	2
	70-79	4
	80 and over	6
<b>Sex at birth</b>	Male	1
<b>Ethnicity</b>	Caucasian	0
	Black African Descent	2
	Indian Asian Descent	1
	Filipino Descent	1
	Other (including mixed race)	1
<b>Diabetes &amp; Obesity</b>	Type 1 & 2	1
	Diabetes Type 1 & 2 with presence of microvascular complications or HbA1c≥64mmol/mol	2
	Body Mass Index greater than or equal to 35 kg/m2 online BMI calculator: <a href="http://www.nhs.uk/live-well/healthy-weight/bmi-calculator">http://www.nhs.uk/live-well/healthy-weight/bmi-calculator</a>	1
<b>Cardiovascular disease</b>	Angina, previous heart attack, stroke or cardiac intervention	1
	Heart Failure	2
<b>Pulmonary (lung) disease</b>	Asthma	1
	Non-asthma chronic pulmonary disease	2
	Either of the above requiring oral corticosteroids in the last year	1
<b>Malignant neoplasm (cancer)</b>	Active malignancy	3
	Malignancy in remission	1
<b>Rheumatological conditions</b>	Active treated conditions	2
<b>Immunosuppressant therapies</b>	Any indication	2
<b>Total Score</b>		

(From Church of Scotland website:

[https://www.churchofscotland.org.uk/data/assets/pdf\\_file/0011/73559/Appendix-4-060820.pdf](https://www.churchofscotland.org.uk/data/assets/pdf_file/0011/73559/Appendix-4-060820.pdf))

# **Cardonald Parish Church, Glasgow: Guidance for Attending Services of Worship v2**

## **Appendix 1 – Trace and Protect – Important notice on your Data Protection Rights**

### **Privacy Notice**

You are giving your personal data to The Trustees of the General Assembly of the Church of Scotland as the Data Controller.

### **Your Personal Data**

You are being asked to supply your: Full name and contact telephone number.

### **Purpose**

The purpose of processing the personal data we ask for is to assist with the NHS Scotland Test & Protect Strategy.

Under the Data Protection Act 2018 and GDPR, the legal basis for this processing is:

- 1) Article 6/1d – Processing is necessary in order to protect the vital interests of the data subject.
- 2) Article 9/2i – Processing is necessary for reasons of public interest in the area of public health.

Your personal data will not be used for any other purpose without your permission, except in the context of fulfilling a legal obligation to which The Church of Scotland is subject.

If you do not provide the personal data requested, we cannot register your attendance at the Church and will be unable to share your name with NHS Scotland if a relevant case of infection occurs.

### **Data Retention**

Your personal data will be retained for up to 28 days and will then be disposed of securely.

### **Data Subjects**

Personal data processing is carried out for Church of Scotland congregation members, visitors ministers and employees.

### **Sharing Your Personal Data**

The purpose of the sharing is to assist with the NHS Scotland Test & Test Strategy. Your personal data will not be used for any other purpose or shared with a third party unless doing so is necessary in order to comply with a legal obligation or in order to protect your vital interests or those of another data subject.

### **Data Transfers**

Your personal data will not be transferred outside the EEA.

### **Your Rights**

Under the Data Protection Act 2018 you have the following rights:

1. The right to be informed.
2. The right to access (your personal data).
3. The right to rectification.
4. The right to erasure.
5. The right to restrict processing.
6. The right to object to processing.

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7. The right to data portability.

8. Rights in relation to automated decision-making.

If you wish to invoke any of your rights, including for the purpose of a Subject Access Request (SAR), send your written request to: Data Protection Officer, Church of Scotland, 121 George Street, Edinburgh, EH2 4YN. Or email: [lawdept@churchofscotland.org.uk](mailto:lawdept@churchofscotland.org.uk)

You may also advise us of an incident involving personal data or a data breach using the same contact information.

You have the right to make a complaint about our processing of your personal data to the ICO as the regulator in the UK. You can contact the Information Commissioner's Office (ICO) at:

Website: [www.ICO.org.uk](http://www.ICO.org.uk)

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF