

Cardonald Parish Church, Glasgow: Guidance for Attending Services of Worship v4

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 attending a service of worship, thank you.

- **Trace and Protect Registration (*after Sunday 3rd October 2021*):**
 - Pre-booking seats for a service of worship is no longer required.
 - On entry to the church building for a service of worship, everyone will be asked to check-in either using a QR code with their smartphone or by having their name and contact phone number recorded on a paper Test and Protect register. Personal data will be retained for up to 28 days and then disposed of securely. See Appendix 1 for full details.
- **Attending:**
 - Enter via the main gate and main sanctuary door on Paisley Road West. Doors will be open from approximately 15 minutes before the service starts.
 - Whenever possible, please try to maintain a **1-metre physical distance** from people from other households inside the church building and grounds.
 - **A face covering or mask must be worn** on entering the building, and be kept on until after leaving the building – unless you are exempt from having to wear one. (Masks are available if required.)
 - **Hand sanitiser gel** will be provided on entry and exit of 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. Please sit in the seat you are allocated. Couples and families who are part of the same household will be able to sit together.
 - Please remain in the seat you are allocated during the service until invited to leave at the end.
 - Congregational singing is permitted during the services with a mask or face covering on. Those who are exempt from wearing a mask or face covering are invited to consider the risks.
 - Toilet facilities are available. Please ask a member of the door team for further details.
 - Facilities for families with younger children are available during the service in an adjacent room. The church service is relayed to this room and displayed on a TV screen. There are toys available for younger children to play with. Please ask a member of the door team for further details.

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

Privacy Notice

Paper Record-keeping

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.
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 (DSAR), send your written request to: Data Protection Officer, Church of Scotland, 121 George Street, Edinburgh, EH2 4YN.

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