



Our Privacy Policy

Who we are

Woodhill Evangelical Church is a charity registered in Scotland No. SCO18514. We have strong links with the community, with many activities catering for all age groups, from toddlers to senior citizens. Our cafe, "The Hub", and the letting of rooms to community and other organisations is administered by WEC Projects.

What personal information we hold

We hold personal information in relation to a number of different aspects of our church:

1. The ministries and events we run as a church. The information we have in this respect has been provided by individuals about themselves and/or their family members, normally when registering to attend a ministry or event.
2. Publication of our annual Church Directory and Prayer List and weekly Prayer Matters, which is issued to all those whose details are included. The information we hold has been provided by members and other individuals who have expressed a wish to be included in these publications.
3. In the case of those who donate to church funds by Standing Order, we hold the necessary financial information to facilitate that, as provided by the individuals.
4. Staff records. The information we hold has been provided by staff in application forms and contracts of employment, supplemented by review documents shared with staff.

How we use personal information

We use the personal information we have been provided with in relation the different aspects of our church as shown below:

Ongoing ministries and events

- Passing on information about planned dates and schedule changes relating to ministries
- Emergency contacts (e.g. in case of accidents)
- Determining eligibility for particular ministries (particularly with regard to children's ages)
- Accumulation of anonymised statistics to track changes in attendances

Members and interested individuals

- Publication and distribution of the Annual Directory and Prayer List
- Weekly circulation of Prayer Matter by email
- Ad-hoc emails regarding planned events, relevant church information and planned changes
- Occasional Elders' Updates to Church Members
- Selection for internal lists based on common criteria
- Accumulation of anonymised statistics to track changes in attendances

Finance

- Administration of Standing Orders in conjunction with the relevant financial institutions
- Accumulation of giving per person for annual tax reporting
- Accumulation of anonymised statistics to track changes in giving

**Staff**

- Maintaining information on staff employed, such as Application Forms, Sickness Records, Reviews and Salary payments

Sharing personal information

We will NOT share personal information with any other organisation or third party, except where required to do so by law.