

CHURCH RE-OPENING FAQs

How will my health and safety be protected at Church services?

We are following health and safety advice provided by the Church of Scotland, which includes the following...

The large church hall is limited to a maximum of 18 people at any one time. This allows 2m social distancing to be maintained at all times. Seating has been reduced to reflect these numbers and waiting areas are established to allow ordered entry and exit. The building and fixtures and fittings with which you may come into contact will be cleaned and disinfected before re-opening and this will continue before and after each Church service. Where possible, doors will be kept open to avoid the need to contact handles or push plates. Items that could be handled by multiple people have been removed (e.g. library books, pamphlets, bibles, hymn books, etc.).

Should I attend Church services?

For many people Church services will not present significant additional risk of infection from coronavirus. Members of the Vulnerable Group or the Extremely Vulnerable (i.e. "shielding") Group should follow current Scottish Government guidance (shielding is currently paused). Both groups should adhere strictly to wearing face coverings, avoiding crowded places, cleaning hands regularly and keeping 2m apart not just whilst in the Church but also on the way to Church in whatever form of transport used. Those over the age of 70 should consider carefully whether they should be attending church. If you have been shielding or have underlying health issues you may be best advised not to come to services for the time being. If you do come, our control measures are intended to ensure your health and safety during services.

What Church services will be held?

Our intention is to hold two short 30-minute services on Sunday mornings, at 10.30am and then at 11.45am. There will also be a midweek service on Thursday at 10.30am lasting 30 minutes. The Sunday service will be streamed on-line and will continue to be available via the website and dedicated phone service.

Will I be free to attend any Church service?

As stated above, we are limited to a total of just 18 people in the Large Hall, and we require folk to book a seat in advance by contact Mima McSwan on 01294 602410. She will ask you for the names of all those in your household who will be coming to Church together with a contact phone number. This will not only tell us who's coming to each service but will also provide contact details for use by NHS Scotland Test & Protect should anyone at the service later test positive for coronavirus. Our Privacy Notice for this is also attached.

What will Church services look / feel like?

Seating has been arranged to ensure a separation of 2m from others in the hall. Stewards will direct you to a seat (you will not be able to select where you sit) to a pre-set order. Seats should not be moved unless directed by a Steward. The Sunday services will be shorter than normal and will not include sung praise but music will be played before, during and after the services. Collections will not be taken during the services but an opportunity will be provided on arrival to give your offering.

What precautions do I need to take before attending Church services?

No-one should come to Church feeling unwell, especially if suffering from the following symptoms which may indicate coronavirus:

- High temperature (your chest or back is hot to touch)
- New, continuous cough (you cough for over an hour or more than two episodes in 24 hours)
- Loss, or change, to sense of smell/taste (you can't smell and/or taste anything, or things smell and/or taste different from normal).

If you are suffering from any or all of these symptoms you should self-isolate and contact NHS Inform and ask to be tested for coronavirus. Before leaving home you should wash your hands thoroughly for at least 20 seconds and remember to bring a clean face covering with you.

How long before the service should I arrive at Church?

Please aim to arrive at the side entrance for the large hall 15 minutes to 5 minutes before the start of the service.

Where do I enter the Church?

Entry will be via the main doors at the side of the church. If you need to wait to enter please maintain 2m distance from other people. You will be met by a Steward who will confirm your attendance against the list collected during the week and will confirm that you are aware of the Test & Protect Privacy Notice (attached). Exit from the large hall will be via the fire exit onto the side ramp.

What precautions do I need to take on entering the Church?

Please wear a face covering when entering unless you are exempt. The Steward will direct you into the building where welfare stations are available. Please clean and disinfect your hands using the hand sanitiser gel provided at these stations (regularly re-apply thereafter). The stations will also have small stocks of disposable face coverings (should you not have your own covering).

Will toilets be available?

Only the disabled toilet (located outside the Vestry) will be available, and will be on a one in, one out basis to maintain appropriate distancing and hygiene standards.

What about after the service?

Stewards will invite you to leave in an ordered manner to a pre-set order (i.e. last in, first out). Refreshments will not be served after the services and you are requested not to congregate either inside or outside the building but to leave directly, continuing to observe social distancing whilst allowing others to leave the building safely.

What if I have other questions about coming to Church services?

Please contact Mima McSwan (01294 602410) or Vivien Bruce (01294 605113) for any further information.

COLLECTION OF PERSONAL DATA - PRIVACY NOTICE

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

Type of data collected

You are being asked to supply your name and contact telephone number. If you do not have a telephone number, you have the option to provide your postal address or e-mail address

Lawful basis for collecting this data

The purpose of processing the personal data we ask for is to assist with the NHS Scotland Test and Protect Strategy. Under the Data Protection Act 2018 and General Data Protection Regulations (GDPR), the legal basis for this processing is:

- Article 6/1d – Processing is necessary in order to protect the vital interests of the data subject.
- 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 period

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

Data Subjects

Personal data processing is performed for Church of Scotland ministers, Kirkgate Parish Church employees, volunteers and congregation and for visitors.

Sharing Your Personal Data

The purpose of the sharing is to assist with the NHS Scotland Test and 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 European Economic Area (EEA).

Your rights

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

- The right to be informed.
- The right to access your personal data.
- The right to rectification.
- The right to erasure.
- The right to restrict processing
- The right to object to processing.
- The right to data portability.
- 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
lawdept@churchofscotland.org.uk

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

Complaint procedure

You have the right to make a complaint about our processing of your personal data to the Information Commissioner's Office (ICO) as the independent regulator in the UK. You can contact the ICO at : www.ico.org.uk, or Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF