



# The Church of Scotland

## Hymnary Supplement - Call for Songs

The Church of Scotland Hymnary Supplement Group is in the process of gathering songs for a new collection of congregational songs that are relevant to our contemporary context. This will be a supplement to the existing denominational hymnbook, the Church Hymnary Fourth Edition (known as CH4). The collection will be published by Hymns Ancient and Modern, accompanied by an online resource.

We would like to invite writers and composers based in Scotland, or connected to Church of Scotland congregations outside Scotland, to submit songs in any musical style for consideration, including new words to be sung to older tunes. This collection is aimed at congregational singing so please keep this in mind when choosing songs to submit.

Songs can be published or unpublished but must have been written no earlier than 2003. Please provide names, email addresses and, where possible, phone numbers and addresses for all writers and copyright holders.

- Songs will be considered anonymously so please provide lyrics and music in a format which has a clear title but no indication of who the writers are.
- If you are submitting lyrics only please provide these in PDF or Word format with full details of the tune it is intended to be sung to including any copyright information.
- If you are submitting lyrics and music please provide these in PDF format, providing a notated melody line and chords at a minimum. Lyrics with chords are insufficient. Ideally please provide a fully notated score with keyboard accompaniment and vocal harmonies if relevant.
- Although not required, we do appreciate receiving a recording of the song in mp3 format.
- Please specify if any part of the song (either music or lyrics) is not entirely original and provide full details of the source including any copyright information.
- We will acknowledge receipt of submissions but after that will only contact writers whose works we are shortlisting for inclusion in the collection. This is likely to be by the end of 2022.
- All songs submitted will be reviewed first by our national Worship Development Workers. A longlist of songs will then be considered by the full Hymnary Supplement Group. Due to the volume of songs being considered we will unfortunately not be able to provide feedback.

To submit songs please email [faithnurture@churchofscotland.org.uk](mailto:faithnurture@churchofscotland.org.uk) with the subject line "Hymnary Supplement Song Submission" by **Friday 27th August 2021**. By submitting songs in this way you are agreeing to your data being handled as described in the statement below.

# Data Processing

## Personal Data

The Faith Nurture Forum is a forum of the Church of Scotland, a charity registered in the UK under Scottish Charity number SC011353. As such, we adhere to the General Data Protection Regulation - Regulation (EU) 2016/679, the Data Protection Act 2018 and the Privacy & Electronic Communications Regulations (PECR) 2003.

Our address is 121 George Street, Edinburgh EH2 4YN. With regard to data protection matters, we are happy to receive any questions or concerns by email to [LawDept@churchofscotland.org.uk](mailto:LawDept@churchofscotland.org.uk), using the subject heading "Data Protection Enquiry".. In this Privacy Statement, we explain what types of personal data we process and for what purposes. We also explain the choices you have in relation to our processing and how you can learn more about our processing and exercise your rights.

We are asking for the name, email address, phone number and address of the writers and copyright holders of songs you are submitting in response to the Hymnary Supplement – Call for Songs. These are requested so we can stay in touch with you or to contact others should we wish to include submitted songs in the collection. If you are submitting names and contact details for other writers and/or copyright holders it is your responsibility to have permission to share this information with us.

## What will happen to personal data?

Contact information will be used solely by staff in Faith Nurture in order to contact you or others with an interest in the song that has been submitted. The names of writers and copyright holders whose submissions are selected for the collection will be shared with the Hymnary Supplement Group after songs have first been considered anonymously. A contract will be agreed with copyright holders for any songs to be included in the collection and the data collected through this Call for Songs will be destroyed once the collection is published. Information used in connection with any contracts will be retained for as long as is required in connection with the contract.

## Disclosure of information

Faith Nurture staff will only share personal information where this is necessary for the purposes set out above. Information will not be shared with any third party outwith the Church of Scotland without consent unless we are required or permitted to do so by law.

## **Basis for processing personal information**

The lawful basis under which personal data is being processed in connection with the Hymnary Supplement – Call for Songs is that in submitting a song you are asking us to take specific steps, namely to consider the song that has been submitted, before potentially entering into a contract with us.

We may also process information where this is necessary for compliance with our legal obligations; where processing is necessary for the purposes of our legitimate interests and such interests are not overridden by your interests or fundamental rights and freedoms; where in relation to the processing of personal data relating to criminal convictions and offences or related security measures in a safeguarding context) the processing meets a condition in Part 1, 2 or 3 of Schedule 1 of the Data Protection Act 2018; where the processing is for reasons of substantial public interest and necessary for the purpose of protecting an individual from neglect or physical, mental or emotional harm; and where you have given consent to the processing of your information for a particular purpose.

## **Storage and security of personal information**

Faith Nurture will strive to ensure that personal information is accurate and held in a secure and confidential environment. We will keep your personal information for as long as we are obliged to keep it by law or may need it in order to respond to any questions or complaints or to show that we treated you fairly. We may also keep it for statistical purposes but if so we will only use it for that purpose. When the information is no longer needed it will be securely destroyed or permanently rendered anonymous.

## **Inaccuracies and Objections**

If you believe that any information the Church holds about you is incorrect or incomplete or if you do not wish your personal information to be held or used by us please let us know. Any information found to be incorrect will be corrected as quickly as possible.

You have the right to object to our use of your personal information, or to ask us to remove or stop using your personal information if there is no need for us to keep it. There may be legal or other reasons why we need to keep or use your data, but please tell us if you think that we should not be using it.

You can ask for your personal data to be deleted at any time by contacting [LawDept@churchofscotland.org.uk](mailto:LawDept@churchofscotland.org.uk), using the subject heading "Data Protection Enquiry". You can use this same email address if you have any questions about the way in which your data is handled.

Getting a copy of your personal information You can request details of the personal information which the Church holds about you by contacting us via email to: [LawDept@churchofscotland.org.uk](mailto:LawDept@churchofscotland.org.uk), using the subject heading "Data Protection Enquiry".

## **Making a Complaint**

You have the right to make a complaint about our processing of your personal data. You can make a complaint directly to The Church of Scotland by emailing: [lawdept@churchofscotland.org.uk](mailto:lawdept@churchofscotland.org.uk) using the subject heading "Data Protection Complaint".

Or in writing to:

Law Department  
The Church of Scotland  
121 George Street  
Edinburgh  
EH2 4YN

Also, you can make your complaint to the UK regulator, the Information Commissioner's Office (ICO), at the following address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Or by visiting their website at <https://ico.org.uk/>