

# Church of Scotland

## Tap My Data Smartphone App User Instructions

### Introduction

The Church of Scotland has a responsibility to help our congregations assist with the NHS Scotland Trace & Protect strategy by maintaining attendance registers for each of our congregations.

To this end we have chosen to use a smartphone app to help us create and maintain attendance registers. This smartphone app will work as a companion to the primary method of data collection which is the paper notebook.

We recognise that many congregations will want to use technology to help with their responsibilities. Recognising that data collection in our context usually involves managing “special category” data, which places additional demands and responsibilities upon us, we have chosen to work with a vendor who is providing us with advanced, privacy-centric technology. Which is no less than our congregations and visitors deserve.

The Tap My Data app was originally designed to help individuals make and manage subject access requests, known as DSARs with organisations which may be using their personal data.

It is now also equipped with the ability to register a “**Service Check In**” and it is this part of the app which will be used by the Church of Scotland.

(for anyone interested in raising a DSAR with the Church of Scotland, you can find information about this in the Privacy Centre on the Church of Scotland website – do not use Tap My Data for this, it is not configured for the DSAR service with the Church of Scotland, although you will be able to use it with any of the other organisations who use the Tap My Data DSAR system)

The Tap My Data system holds all the data you give it securely. It also provides means to verify the personal data you share with it.

## 1. Installation

- 1.1. You can find out more about the app by visiting their website at [www.tapmydata.com](http://www.tapmydata.com).
- 1.2. You can download the app for your iPhone by searching for Tap My Data on the Apple App Store and for your Android device by looking for it on Google Play.

## 2. Setup

- 2.1. Once the app is installed on your smartphone you do not need to set up an account in order to register attendance at your church. Setting up an account on the Tap My Data app is optional.
- 2.2. The app system will send you a text message to verify your phone number or an email with a clickable link to verify your email address if you used these to set up an account.
- 2.3. It is your choice if you want to add more personal data. The app does contain useful features for doing so. However for the purpose of letting you register your attendance at Church services, all we need is your name and phone number.

## 3. Use

- 3.1. Each congregation will have a unique QR code associated with it. They will have copies of this QR code on display.
- 3.2. All you need to do is open your Tap My Data app, click on the QR code icon at the top right of the main app page and point your camera at the QR code.
- 3.3. You will be presented with a page titled, "Service Check In"
- 3.4. The personal data which is about to be shared with The Church of Scotland is displayed by the app. This will be at most your name and phone number. The first time you register attendance at church you will need to enter this information.
- 3.5. Press the blue "Check In" button, located below your displayed data and the app will send your check in to the Church of Scotland.
- 3.6. Click "Continue" to return to the main app page.
- 3.7. To review your Check Ins, click on the "requests" menu item at the foot of the app page.
- 3.8. You can close a check in to record a departure time.

That is all you need to do. The personal data you have shared with the Church of Scotland is tagged with the congregation name, date and time of check in. It is stored in a secure, encrypted format on the Tap My Data management system, which can only be accessed by Church of Scotland officials if authorised by the data protection officer.

If there is an infection risk, the relevant personal data will be shared with NHS Scotland Trace & Protect officials only on receipt of a verified request. They will then apply their own contact procedures to approach the people on the list.

The Tap My Data system is configured to delete all records more than 21 days old on a daily basis.