

# Test & Protect Attendance Register

Guidance for Church of Scotland Congregations  
Using the Tap My Data Smartphone App



The Church of Scotland



Tapmydata

## Introduction

The primary method of attendance registration is still a paper record.

We will use the Tap My Data smartphone app to support our efforts to take part in the NHS Scotland Test & Protect Strategy. It offers additional flexibility.

This smartphone app is optional for congregations which choose to use it.

Where it is in use you can use both. You can register using *both* methods.  
You do not have to but you can if you want to.

The priority is to establish a record of attendance. Duplication is not an issue.

## About the Tap My Data App

You can discover more about Tap My Data by visiting the website at

[www.tapmydata.com](http://www.tapmydata.com)

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. Or by pointing your smartphone camera at the QR code icon for your congregation.

**Important Note:** At the Church of Scotland we are only using the “Service Check In” feature of the Tap My Data App. We are not using the “Request Data Access” feature.

## Installation & Setup

Please follow the installation instructions provided by Tap My Data.

You will be given the option to set up an account with Tap My Data or to continue without an account.

For the purpose of registering attendance you can choose to proceed without setting up an account.

The rest of these instructions in Part 1 guide you through registering attendance *without* setting up an account.

Part 2 is for Tap My Data account holders.

**Note:** The first time you do this may take a few minutes. Registering your attendance on subsequent visits will be much quicker!

## **Part 1**

# **Using The App To Register Your Attendance at a Church Premises**

## Church of Scotland

Scan the QR code on your mobile phone and access Church of Scotland on the Tapmydata app.

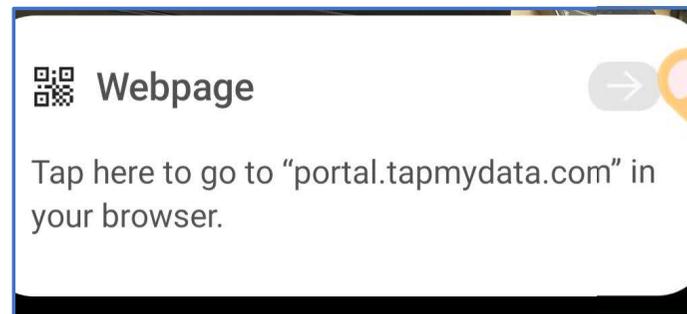


tapmydata.com

## The QR Code

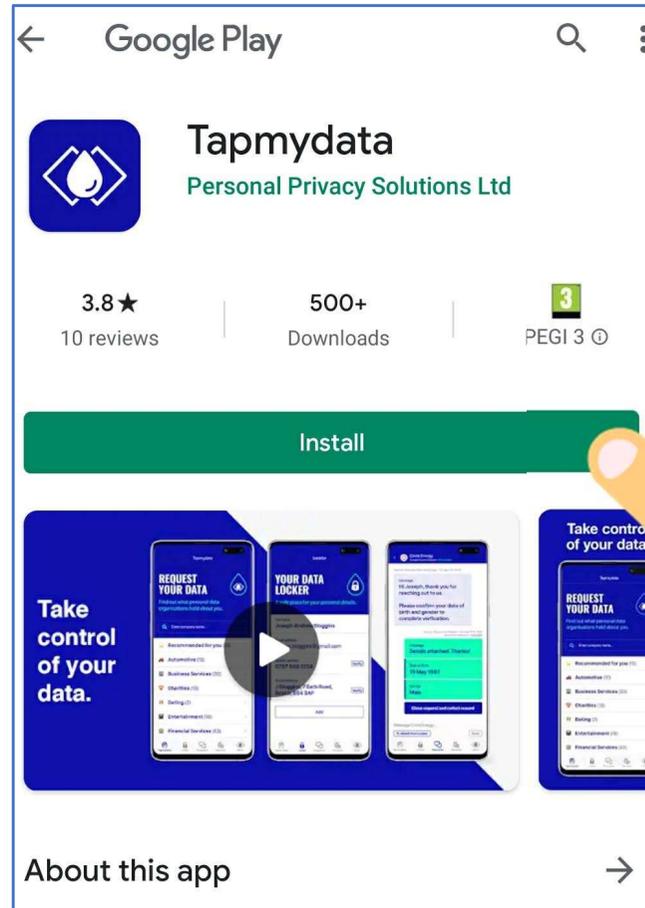
Images like this will be on display in your church

Point your smartphone camera at the QR code.  
The first time you do this, you will see a message like this (on Android):



Tap the message to install the app

## Install the app



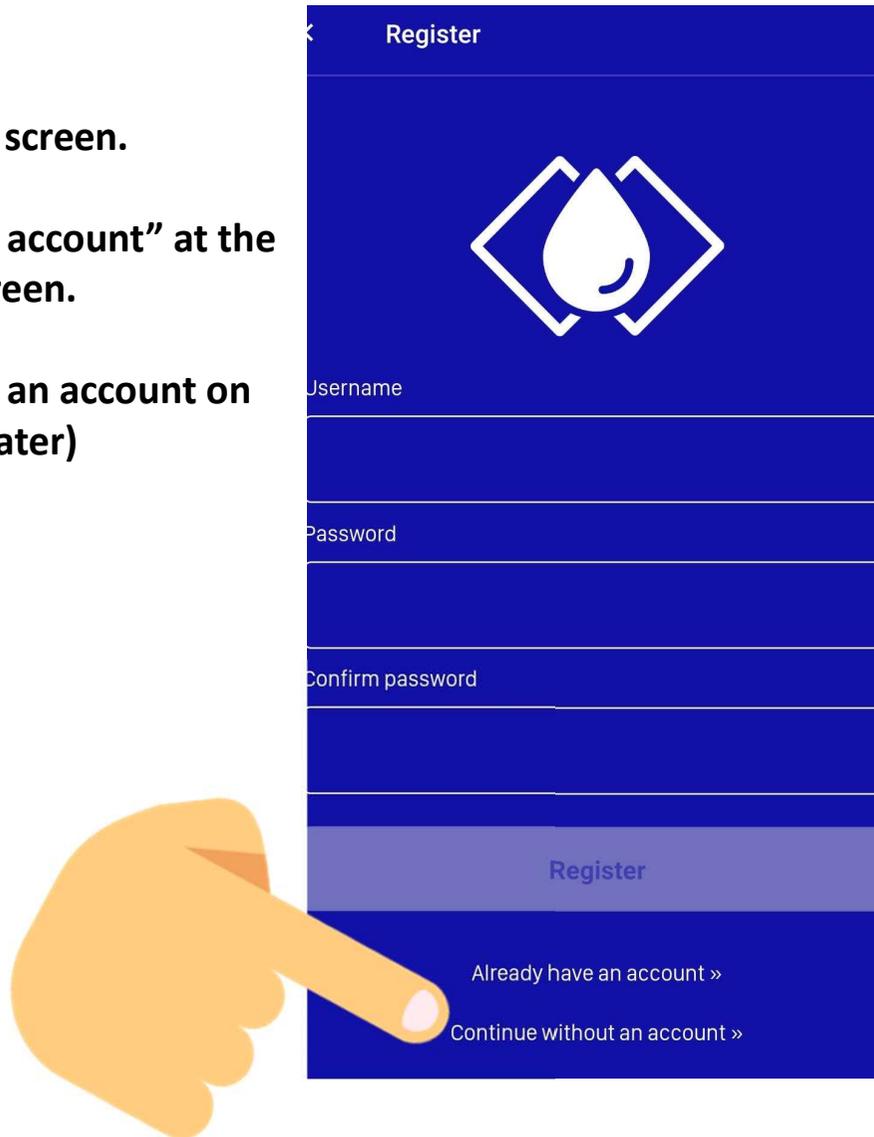
**The app introduction screen.**  
**Tap “skip” at the foot of the screen**



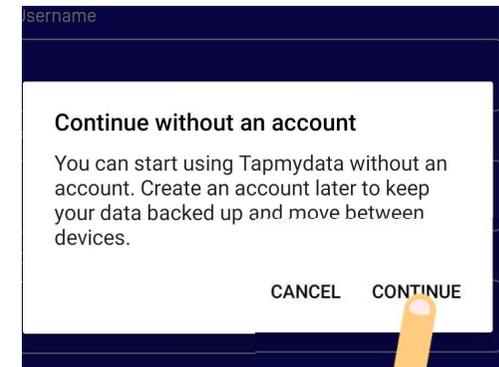
The app Register screen.

Tap “continue without an account” at the foot of the screen.

(You can always register an account on Tap My Data later)



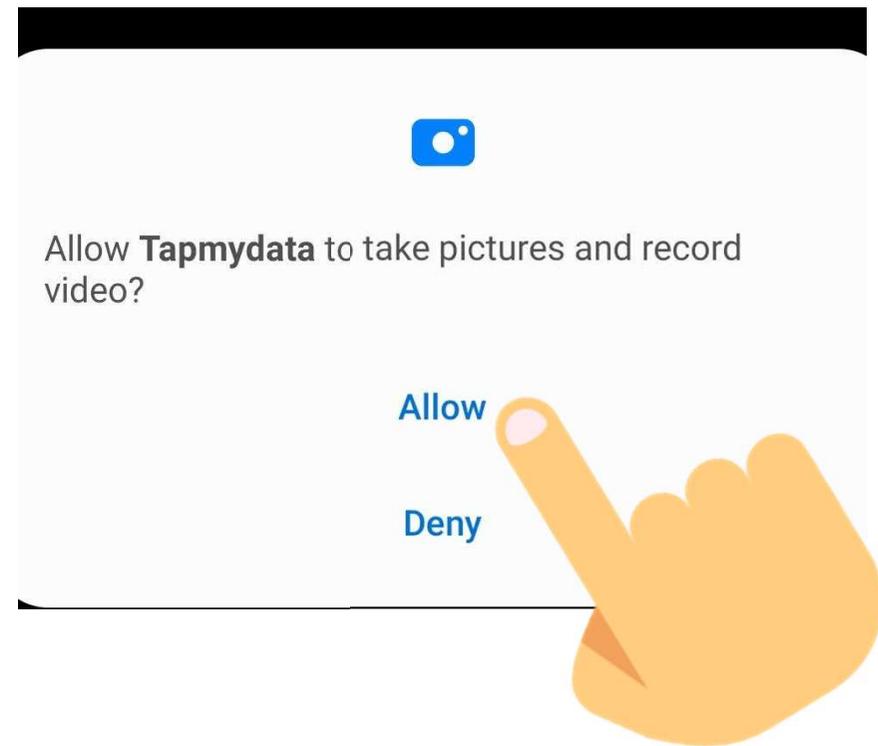
You will see this message:



Tap “continue”

**Tap My Data needs to use your  
smartphone camera to recognise the  
QR code images.**

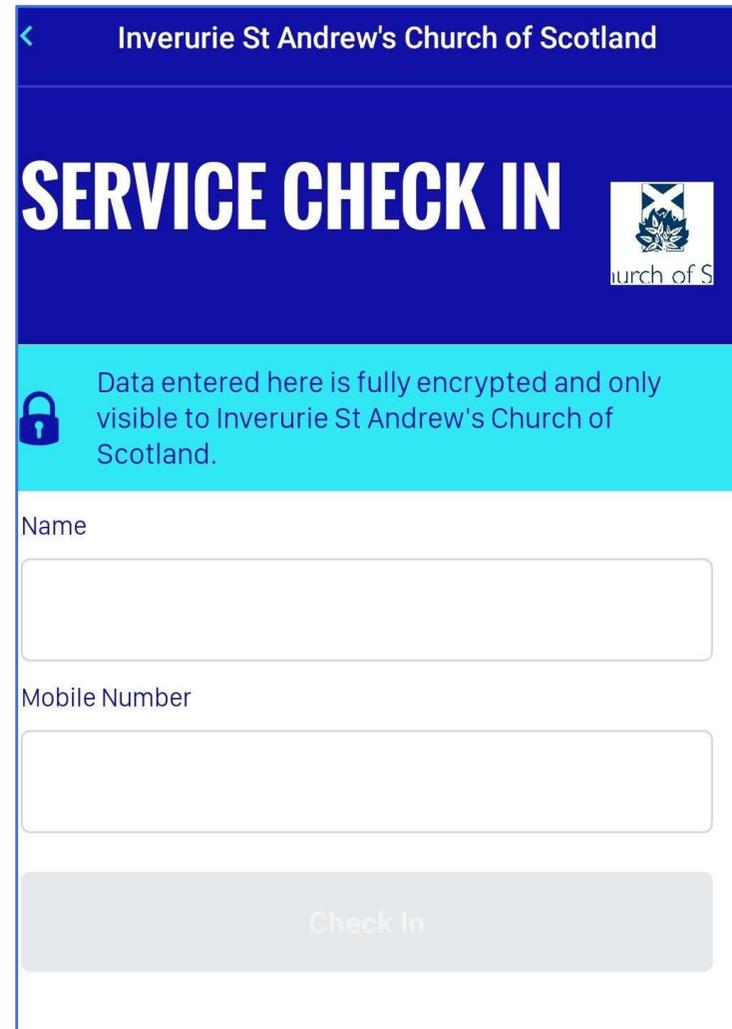
**Tap “allow”.**



**You are now ready to check in to your service  
(note that you only need to do the preceding  
setup steps once – all subsequent visits to your  
Church will start here)**

**If you used a QR code in your Church, the  
congregation name will already be noted at the  
top of the page.**

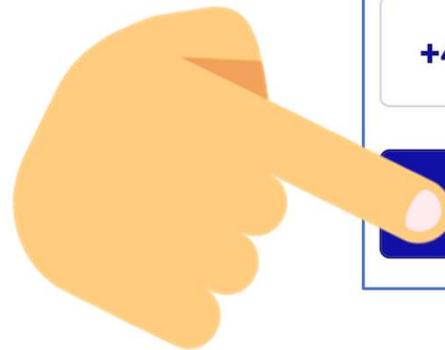
**You are being asked for your name and contact  
telephone number ONLY.**



The screenshot shows a mobile application interface for 'Inverurie St Andrew's Church of Scotland'. At the top, there is a blue header with a back arrow and the church name. Below this is a dark blue section with the text 'SERVICE CHECK IN' in large white letters, and a small logo of the Church of Scotland on the right. A light blue banner below contains a padlock icon and the text: 'Data entered here is fully encrypted and only visible to Inverurie St Andrew's Church of Scotland.' The main form area has two input fields: 'Name' and 'Mobile Number'. At the bottom, there is a grey button labeled 'Check In'.

To check in, enter your full name and your telephone number in the spaces provided.

Then tap “Check In”.



< Inverurie St Andrew's Church of Scotland

# SERVICE CHECK IN



Data entered here is fully encrypted and only visible to Inverurie St Andrew's Church of Scotland.

Name

**Angela Example**

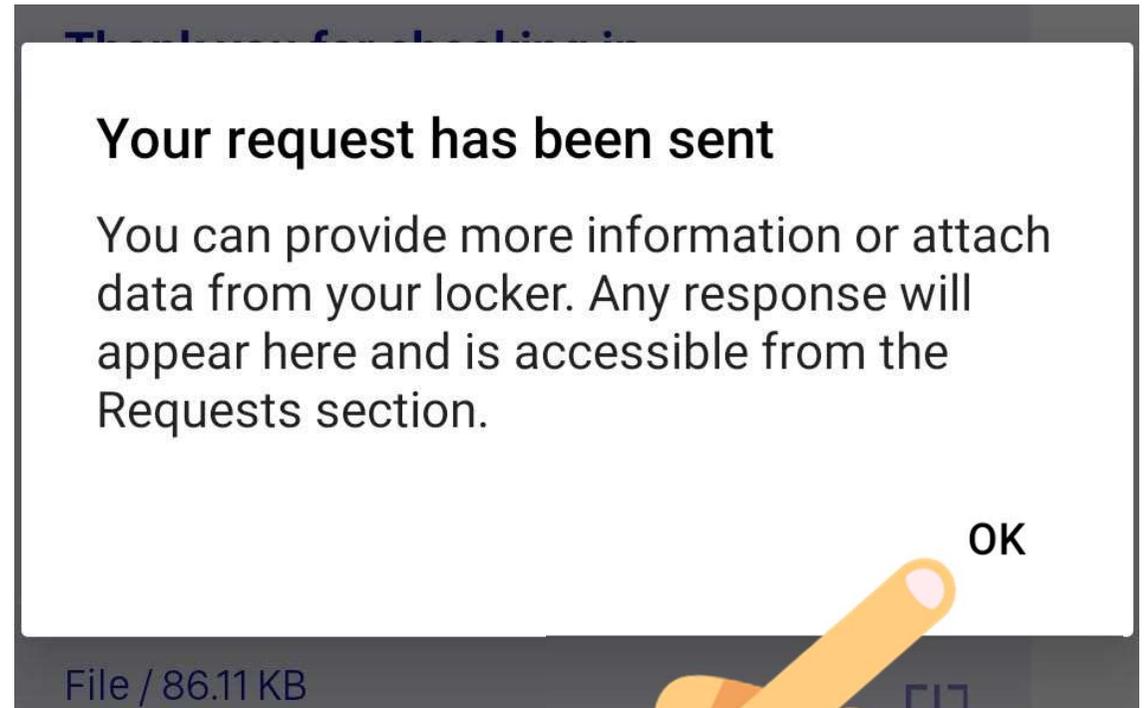
Mobile Number

**+447123456789**

**Check In**

If your Check in request has been successful you will see a message like this.

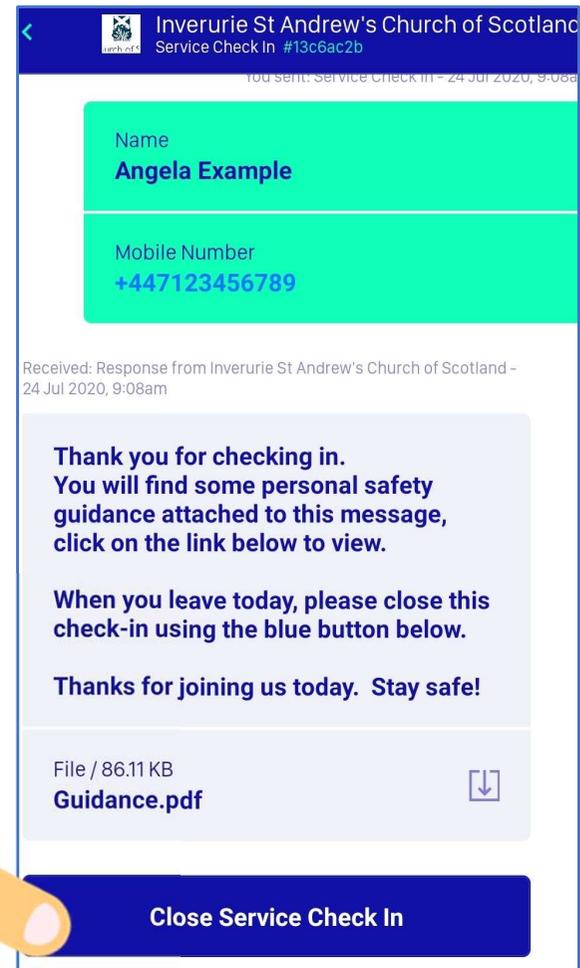
Tap "OK" to proceed.



The app now displays the details of your check in and will have recorded your Check In time.

You can also view some safety guidance information.

When you leave the Church, you can Close the Service Check In by tapping the “Close Service Check In” button at the foot of the page. This will record your check out time.

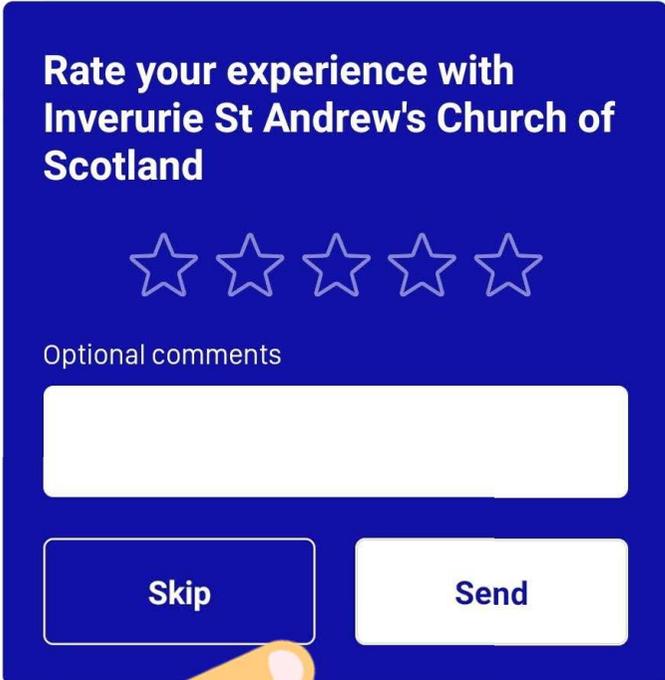


The app now displays an optional rating and comment page.

Nobody at the congregation can see this, nor do they have access to it so this is *not* your rating of the Church!

You can use this if you want to share your opinion of this app. Or simply skip this option.

This is the end of the process if you have not registered for a Tap My Data account.



Rate your experience with  
Inverurie St Andrew's Church of  
Scotland

Optional comments

Skip Send



## **Part 2**

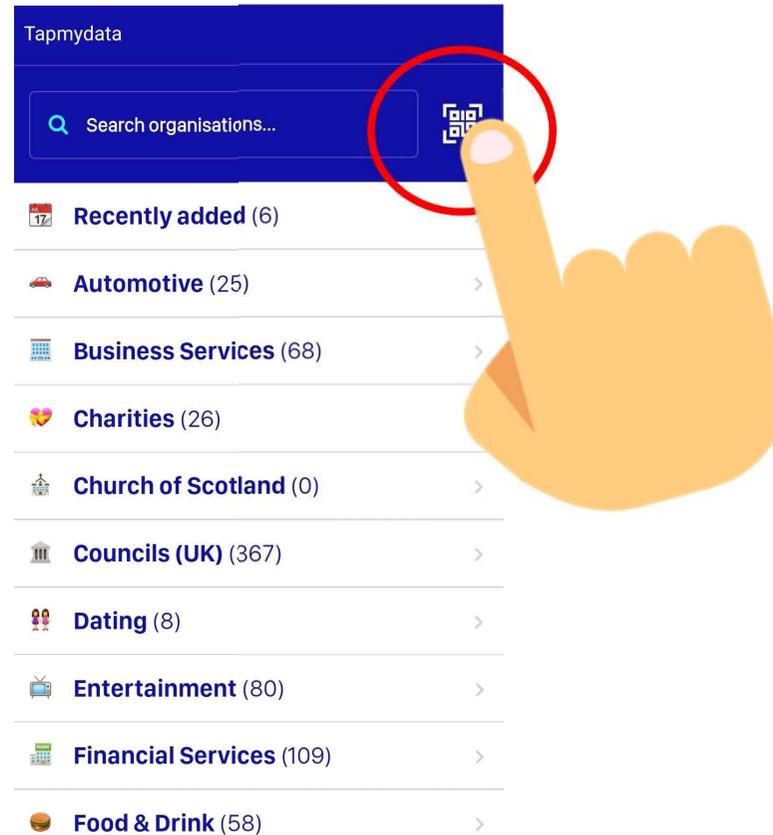
**Instructions for registered Tap My Data account holders only.**

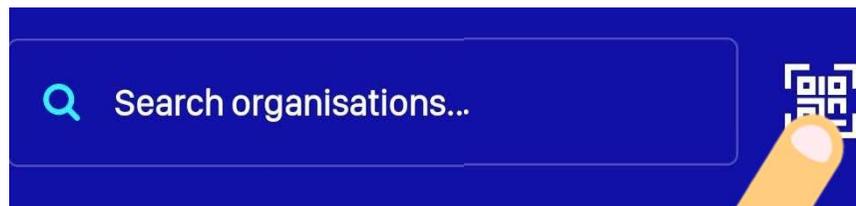
**Using The App To Register Your Attendance at a Church Premises**

**After registering your account with Tap My Data:**

**When you log in to your Tap My Data app on your smartphone you will see a screen which looks like this.**

**Look for the QR code icon at the top right of the screen and tap it.**





Tap on the QR code button

**Point your smartphone  
camera at the QR code  
displayed in the Church.**

## **Church of Scotland**

Scan the QR code on your mobile  
phone and access Church of  
Scotland on the Tapmydata app.



tapmydata.com

**You will be taken to the Service Check In page.**

**If you have registered your Tap My Data account, your personal data may already be filled in.**

**If not, complete your information.**

**Then tap “Check In”.**



Inverurie St Andrew's Church of Scotland

# SERVICE CHECK IN



Data entered here is fully encrypted and only visible to Inverurie St Andrew's Church of Scotland.

Name

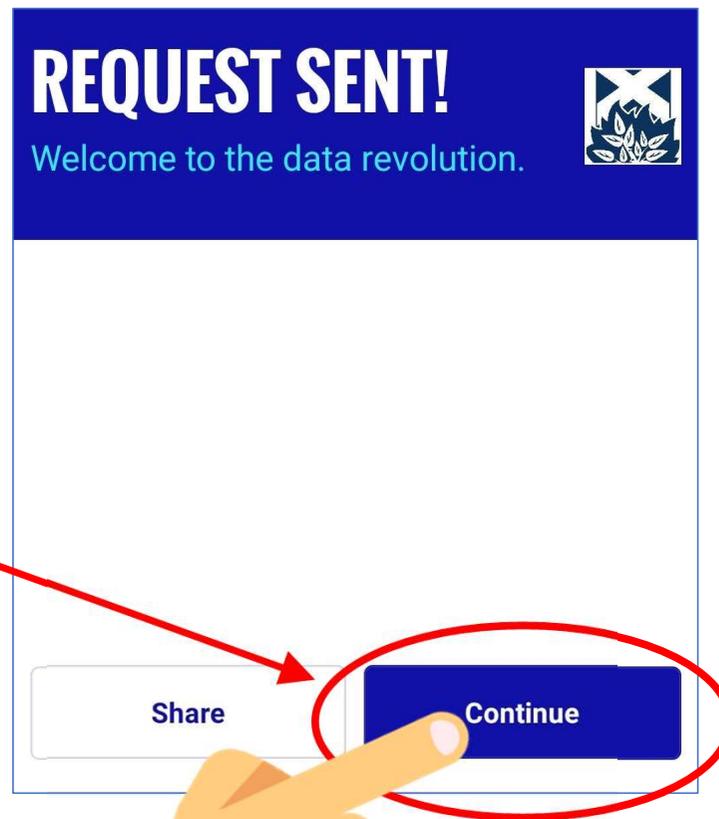
**Angela Example**

Mobile Number

**+447123456789**

**Check In**

**Request Sent!**  
Tap "Continue"  
To return to the app home screen



## **That is all you need to do.**

**Your name and contact telephone number will be kept, along with the date, time and location of your check in, for 21 days.**

**It will be encrypted and held securely. Access can only be granted in response to a request from NHS Test & Protect.**

**Nobody at your congregation can access this record, even the people at Tap My Data can't see it. Only a handful of Church of Scotland officials can access it, if authorised by the Data Protection Officer.**

**After 21 days the record of your attendance is erased.**

## **Privacy Notice**

There is a privacy notice to inform you about how the Church of Scotland will use the personal data you share using the Tap My Data app. A copy of the privacy notice will be on display in each church which has registered to use the app.

Here is what the privacy notice says:

# Privacy Notice

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.

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.

**Legal Basis** - Under the Data Protection Act 2018 and 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. Your personal data will remain in the EEA.

## Privacy Notice (continued)

**Data Retention** - Your personal data will be retained for 21 days, then deleted 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 & Protect 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.

**Your Rights** - You have rights over how we use your personal data, including the right to complain to the regulator. For more information about these rights, see the Privacy centre on the Church of Scotland website at [www.churchofscotland.org.uk](http://www.churchofscotland.org.uk).

**Church of Scotland Data Protection Officer** - You can contact the Church of Scotland data protection officer by emailing the Law Department at the Church of Scotland at [lawdept@churchofscotland.org.uk](mailto:lawdept@churchofscotland.org.uk) or by letter to: Data Protection Officer, Church of Scotland, 121 George Street, Edinburgh EH2 4YN.

Thanks for supporting The Church of Scotland in our  
efforts to be part of the  
NHS Scotland COVID-19 Test & Protect Strategy

