



PRIVACY NOTICE

1. Why have I been given a Privacy Notice?

The Methodist Church is committed to the protection of your rights under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This notice will inform you of your rights and provide information about how we hold and use your personal data.

2. What is personal data?

This is information, which indirectly or directly allows you to be identified via circumstances or specific details. It may include personal data such as names, addresses and dates of birth.

3. How do we process your data?

In compliance with the GDPR, the Methodist Church makes the following commitments about the processing of your data:

- Information will not be processed beyond what is necessary.
- Data about you will be kept up-to-date and records amended to address factual inaccuracies as soon as possible.
- We will store information securely, with the use of sufficient measures to protect your data from unauthorised access, loss or misuse.
- We will destroy data that is no longer required in a safe and appropriate manner.

We will use your personal data for the following purposes:

- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running across the Telford Circuit.
- To share your contact details with your churches, Circuit and District office so they can keep you informed about news in the Telford Circuit and events, activities and services (including Safeguarding and DB checks) that will be occurring in the Telford Circuit and in which you may be interested.

4. What is the lawful basis for processing your personal data?

- Processing is necessary for the legitimate interests of the Methodist Church in Britain in accordance with safeguarding policy and practice.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for the purposes

connected with the church. You will be informed if any further sharing of information is deemed necessary and your consent for this will be obtained.

6. How long do we keep your personal data?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

7. Your rights and your personal data

You have the following rights with respect to your personal data in relation to data held about you:

- The right to request a copy of your personal data which is held about you by the Methodist Church
- The right to request that the Methodist Church corrects any personal data if it is found to be inaccurate or out of date
- The right to request that the data controller provides you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data
- The right to lodge a complaint with the Information Commissioners Office.

8. Relevant Contacts

The Data Controller for all Churches, Circuits and Districts is Trustees for Methodist Church Purposes which covers routine data processing activities.

For data processing relating to Safeguarding and Complaints & Discipline the Data Controller is the Methodist Church in Britain. If you wish to make a subject access request relating to data held about you relating to Safeguarding or Complaints & Discipline, it should be sent to the Data Protection Officer at dataprotection@methodistchurch.org.uk or Data Protection, Methodist Church House, 25 Marylebone Road, London, NW1 5JR.

All other subject access requests should be sent to Trustees for Methodist Church Purposes using the following contact details:

The Trustees for Methodist Church Purposes
Central Buildings
Oldham Street
Manchester
M1 MJQ

Tel: 0161 235 6770

Further information is available from the TMCP website:

<https://www.tmcp.org.uk>