

## Our Privacy Policy

The Local Churches, Circuits and Districts within the **Methodist Churches in Great Britain** respect your privacy and are committed to protecting your personal information (personal data) This privacy notice lets you know how we look after your personal data which either you provide to us or we obtain and hold about you and it tells you about your **privacy rights** and **how the law protects you**. It is important that you read this privacy notice or other fair processing notice we may provide on specific occasions when we are collecting or dealing with **personal data** about you so that you are fully aware of how and why we are using your data.

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the Data Protection Act.(formally the General Data Protection Regulation (GDPR).

### 2. Who are we?

**The Methodist Church in Great Britain** is a membership church made up of different bodies of Managing Trustees; Local Church Councils, Circuit Meetings and District Synods. These individual charities form part of the wider connexion of the Methodist Church in Great Britain. Trustees for Methodist Church Purposes (TMCP) is the controller for general data protection issues arising in respect of day-to-day matters such as lists of members, third party users of church premises and lay employees employed by local Churches, Circuits and Districts.

**The Church Council of Goodmayes Methodist church** are the **Managing Trustees** and is a relevant charity within the wider Connexion of the **Methodist Church in Great Britain** and with the **Local Contact** decides how your personal data is processed and for what purposes.

### 3. What personal data do we hold?

We hold information provided to us by our members and adherents which may include names, addresses, telephone numbers and email addresses. If in order to comply with Our Safeguarding Policy, we have obtained a Disclosure and Barring Service (DBS) check, this fact and the date it was obtained will also be recorded. This is the only data we hold without explicit permission and is used according to the policies of the Methodist Church. This information will be held securely by means of password protected storage medium.

### 4. How do we process your personal data?

The Church Council of Beacontree Heath Methodist Church complies with its obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records and rotas;
- To fund raise 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 at Beacontree Heath Methodist church and within the Barking, Dagenham and Ilford Methodist Circuit.
- To operate the church website and deliver the services that individuals have requested;
- To contact individuals via surveys to conduct research about opinions of current services or of potential new services or other matters that may affect the local church.
- In rare cases we may need to use your personal data in the following circumstances:

Where we need to protect your vital interests e.g. in an emergency life situation where the emergency Services are called to treat you when you are with us.

Where we need to perform a task carried out in the public interest e.g certain safeguarding situations.

### 5. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations;
- Processing is necessary for the legitimate interests of the data controller under the church constitution;
- Processing is necessary for the sharing of information with others in order to carry out a service to other church members (e.g in the preparation of rotas)

- Processing is necessary for carrying out obligations under employment, social security or social protection law, collective agreement or other legal obligations;
- Processing is necessary for archiving purposes in the public interest or historical research purposes;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim providing: -

the process 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.

## **6. 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 an approved service to other church members or for approved purposes connected with the church. We will only share your data with third parties with your consent.

## **.7. How long do we keep your personal data?**

We will only retain your personal data for as long as necessary to fulfil the purpose we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements. Specifically, we retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

## **8. Your rights and your personal data**

Unless personal data is subject to an exception under GDPR, such as it is subject to the investigation, detection or prosecution of a criminal offence, you have the following rights with regard to your personal data:

- The right to withdraw your consent to the processing at any time;
- The right to request a copy of the personal data which the Local Church, Circuit or District holds about you;
- The right to request that the Local Church, Circuit or District to correct any personal data if it is found to be incorrect or out of date
- The right to request that the Local Church, Circuit or District erases any personal data where there is no good reason to continue processing it. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable at the time of request
- The right to request that the data controller provide the data subject with their personal data and where possible, to transmit that data directly to another data controller, (known as the right to portability),(where applicable).[Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].
- The right, where there is a dispute in relation to the accuracy or the legal processing of your personal data, to request a restriction is placed on further processing;
- Where legally applicable the right to object to the processing of personal data where there is something about your particular situation which makes you want to object on this ground as you feel it impacts on your fundamental rights and freedoms. Note in some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
- The right to lodge a complaint with the Information Commissioners Office.

## **9. Further processing**

If we use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining the new use prior to processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing. Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## **10. Contact Details**

To exercise your rights, queries or complaints please in the first instance contact Church.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner Office, Wycliffe House, Water Lane, Wilmslow Cheshire, SK9 5AF

September 2023