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**Agenda item 8**

**DATA PRIVACY NOTICE**

**The Church Council, The Methodist Church, Hatfield Road, St Albans, AL1 4JX**

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

Personal data relates to a living individual who can be identified from that data. The individual is called the Data Subject. Identification can be by the 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 General Data Protection Regulation (the GDPR).

**2. Who are we?**

The Data Controller is the Trustees for Methodist Church Purposes (Central Buildings, Oldham Street, Manchester, M1 1JQ **Tel:** 0161 235 6770 www.tmcp.org.uk). This means it decides how your personal data is processed and for what purposes. The Data Processor in the case of this church is the Church Council.

**3. How do we process your personal data?**

The Church Council complies with its obligations under the 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;
* To administer church membership and other records;
* To fundraise and promote the interests of the charity;
* To manage our volunteers and employees;
* To maintain our own financial accounts and records (including the processing of gift aid applications);
* To inform you of news, events, activities and services;
* To share your contact details with the St Albans & Welwyn Circuit office so they can keep you informed about news and events, activities and services in the Circuit, District and Connexionally in which you may be interested;
* To fulfil the requirements of the law and of The Methodist Church in relation to our status as a registered charity.

**4. 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 and keep you informed about them.
* Processing is necessary for carrying out obligations under a variety of legislation relating to but not exclusively covering the charity, employment, health and safety and social security.
* 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 purposes connected with the church. We will only share your data with third parties outside of the church with your consent.

**6. How long do we keep your personal data?**We keep data in accordance with the guidance set out in the guidance on the Retention and Destruction of Records which is available from the Methodist Church website (www.methodist.org.uk)

Specifically, we retain church membership records while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and registers of baptisms, marriages and funerals permanently.

**7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

* The right to request a copy of your personal data which the Church Council holds about you;
* The right to request that the Church Council corrects any personal data if it is found to be inaccurate or out of date;
* The right to request your personal data is erased where it is no longer necessary for the Church Council to retain such data;
* The right to withdraw your consent to the processing at any time
* The right to request that the data controller provide the data subject with his/her 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 (where applicable);
* The right to lodge a complaint with the Information Commissioners Office.

**8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Church Council Secretary at [insert e-mail address and phone number].

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's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.