



# DATA PRIVACY NOTICE

## Altofts Methodist Church Council

### 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 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 (GDPR).

### 2. Who are we?

The Minister of Altofts Methodist Church, Altofts, is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

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

Altofts Methodist Church 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 administer membership records;
- To manage pastoral visitors lists;
- To maintain marriage records as required by the Registrar, and records of baptisms;
- To maintain records of next-of-kin in the case of funerals, or parent details of baptisms, for a period of four years for maintenance of pastoral contact or invitation to special services.
- To maintain Safeguarding records of courses and DBS certificate numbers;
- To maintain our own accounts and records (including the processing of gift aid applications in accordance with HMRC requirements);
- To maintain contact lists for groups attending church, or in the case of children, records of their guardian's.

### 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 circuit events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or safeguarding regulations;
- Processing is carried out internally for the purposes detailed above and is not disclosed to any third party without express 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 for bona fide purposes connected with the church. We will not disclose your data to any third party without express consent.

## 6. How long do we keep your personal data?

Specifically, we retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and registers (baptisms, marriages, funerals) permanently. Contact lists are maintained whilst group members are actively involved in the group.

## 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 Altofts Methodist Church holds about you;
- The right to request that Altofts Methodist Church 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 Altofts Methodist Church 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 Minister, Rev'd Barry Owen at 07753 127681 or [barry.owen@methodist.org.uk](mailto:barry.owen@methodist.org.uk)

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.

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