**SYDENHAM METHODIST CHURCH.**

**THE METHODIST CHURCH IN IRELAND.**

**DATA PROTECTION POLICY**

**GDPR PRIVACY STATEMENT.**

**DATA PROTECTION PRINCIPLES.**

The Sydenham Circuit of the Methodist Church in Ireland complies with the General Data Protection Regulation (GDPR) as implemented in May 2018. We aim to ensure that, when processing information belonging to individuals, we will use that data with integrity, appropriately, and sparingly. We will endeavour to ensure such data is accurate, not kept forever, and stored securely. All our staff and volunteers who store and/or use people’s information will receive instruction on how the data is to be handled and securely stored. A copy of this Privacy Policy will be placed on notice board(s) within our premises, will be referred to in our Church Magazine and also published on the Church Website ([www.sydenhammethodist.org](http://www.sydenhammethodist.org)). We will review this policy every three years.

**YOUR RIGHTS**

You have data protection rights that you can exercise over the information we hold about you. These rights include:

* To be informed how your data is being used.
* To have access to the information we hold about you
* To have inaccuracies corrected
* To have your information erased
* To object to or restrict the ways we process your information.
* To receive your digital information in a useful format (Data Portability)

There may be some legal restrictions on these rights, which we will explain as appropriate. If you feel your rights haven’t been upheld please contact us in the first instance, or you can communicate with the Methodist Church in Ireland (Secretary of Conference) at 1 Fountainville Avenue, Belfast BT9 6AN; phone (028) 90324554; E-mail; [secretary@irishmethodist.org](mailto:secretary@irishmethodist.org).

**OUR CONTACT DETAILS.**

If you need to get in touch with us please contact:

The Superintendent Minister Rev Robin Waugh 10 Edgecumbe View Belfast BT4 2EL Tel 028 90471782, E-mail: robin.waugh@irishmethodist.org

**YOUR DATA**

We may record and process some or all of the following personal information about you:

* Contact details (address, phone numbers, e-mail addresses)
* Date of birth
* Photographs/video recordings
* Financial information such as your giving to the church, standing order/direct debit information etc
* Information required by Inland Revenue with respect to Gift Aid
* Sensitive personal data for pastoral needs, such as health, treatments and medication.
* Religious beliefs
* Any other information legitimately required by the church in the provision of pastoral care.

We use this data so that we might:

* Encourage you in your discipleship and provide pastoral care to you as part of the church family, for example visiting at your home, calling your telephone, or sending messages by e-mail, text, WhatsApp or similar medium.
* Keep you informed about life in the church family, eg by sending you occasional notices either hand delivered or by post, e-mail or other electronic media such as e-mail or text or Facebook. We may also send you information about the Methodist Church in Ireland.
* Process your involvement in activities of the church family, including groups that meet regularly as well as ‘Away Days’, and residential and other special trips.
* Encourage you to give money to the church for our ongoing mission and property maintenance, in addition to funds of the Methodist Church in Ireland that support:
  + Methodist Home Missions
  + World Mission Partnership
  + Child Care Society
  + World Development and Relief
  + MWI Easter Offering
* Facilitate the organisation of the church and circuit, eg by creating rotas or following Methodist Church in Ireland directives.
* Provide information via the SMS Prayer Chain or by other media such as WhatsApp, e-mail etc.

**LEGAL BASIS FOR PROCESSING.**

Our legal basis for processing your data is ‘legitimate interests’ for activities related to everyday functioning of the church. (GDPR Article 6.1(f)) and ‘consent’ for everything else (GDPR Article 6.1(a)). In a small number of instances we rely on ‘contract’ (for example, if we are your employer) and ‘legal obligation’, for example in relation to safeguarding issues.

When using ‘legitimate interests’ as the legal basis for using the information you have given us we will ensure it is for a genuine purpose necessary for the smooth running of the church family, and not invasive to your privacy. For all other purposes we will ask for your positive consent before processing your details.

We are able to process ‘special categories of personal data’ (such as your health or religious beliefs) in the course of our legitimate activities because we are a not-for-profit body with a religious aim relating to you as a member, former member, or person with whom we have regular contact (Article 9.2(d)).

**SHARING YOUR DATA**

Only people appointed to specific roles within the circuit, for example, ministers and lay staff, pastoral visitors, society/circuit stewards, preachers, membership secretaries and committee convenors, will have access to personal data, and in each instance the access will be restricted to what they need to carry out their role.

If you are appointed to a specific role within the life of the church and/or circuit, we may publish your details, for example in the weekly announcement sheet, annual reports, church magazine or church website. We may also share your details directly to other members and other relevant individuals/organisations that may have a need to contact you. This will cease when you step down from the role.

We occasionally post photographs and/or video taken at church events on our website ([www.sydenhammethodist.org](http://www.sydenhammethodist.org)) and/or other online platforms such as our Facebook page, and also as power-point presentations.

We will not share your information with any other third parties without your permission unless we have a legal obligation to do so. However, we may need to share your details within the Methodist Church in Ireland as follows:

* To comply with our Safeguarding Policy when you volunteer with children and vulnerable adults.
* If your role within the Circuit means you need to receive specific information related to that role.
* To process Gift Aid task returns through the Trustees of the Methodist Church in Ireland.

**SECURITY AND RETENTION**

* We will treat your personal data as strictly confidential and keep it as secure as possible at all times.
* Other than our permanent records such as Membership, Baptism and Marriage Registers , or Church Council/Executive Minutes, or details that need to be kept for legal compliance (such as Safeguarding notes or Gift Aid declarations), we will remove your information from our records up to six years after your last personal contact with us (or after you turn eighteen years old if you are a minor)
* One-off consent forms (such as annual group membership or booking for trips etc.) will be destroyed/erased one year after their use.

**SUBJECT ACCESS REQUEST.**

You have the right to ensure our use of your data is lawful, and that the data we hold is accurate. If you would like to access the data we process about you, please write to us at:

The Superintendent Minister Rev Robin Waugh 10 Edgecumbe View Belfast BT4 2EL Tel 028 90471782, E-mail: robin.waugh@irishmethodist.org

Even though we may know each other very well, we do have to comply with regulations and so, in order to locate the information you are requesting and to ensure proof of your identity, please send us:

* Your name (including any names by which you used to be known) and date of birth
* Address (incl postcode), e-mail address(es), telephone number(s)
* Two pieces of identification that between them clearly show your name, date of birth, and current address (eg passport, photocard driving licence, birth certificate, recent bank statement/utility bill)

In response, and within one month at the latest, we will send you:

* The personal data we hold on record for you
* The types of processing we do with your data
* The people/groups with whom your data will have been shared (or will be in the future)
* Our intentions regarding how long we might store your data
* OR our reasons for NOT providing your data.

We will not charge for this service unless you make multiple requests within a short space of time.

**FURTHER INFORMATION.**

You can learn about Data Protection principles, your rights and more – including making a complaint about our handling of your data – from the Information Commissioner’s Office (ICO) in Northern Ireland visit [www.ico.org.uk](http://www.ico.org.uk), telephone 0303 123 1113 or write to: The Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF