

Calne Methodist Church

Privacy Notice

1. Personal data

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 (the 'GDPR').

2. Data Controller

The Trustees for Methodist Church Purposes 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?

Calne 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 personal data for the following purposes: -

- to administer membership records;
- for pastoral activities;
- for Safeguarding purposes;
- to maintain our financial accounts and records (including the processing of gift aid);
- to provide news and information about events, activities and services at the church;
- to fundraise and promote the interests of the church;
- to manage employees and volunteers;
- to enable the church to provide voluntary services for the benefit of the public in our local community;
- to provide contact details of officers and others with specific responsibilities to the Wiltshire United Area.

Further details in the appendix

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

- 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; or
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement; or
- Explicit consent of the data subject has been given.

5. Sharing 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 with your consent.

6. How long do we keep data?

We retain data on the following basis:

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- Indefinitely for such matters as Register of Baptisms;
- Statutory timescales for such matters as Gift Aid;
- Variable for any other matters.

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 the personal data which Calne Methodist Church holds about you (a Subject Access Request or 'SAR');
- The right to request that the Managing Trustees of Calne 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 Calne 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 you with your personal data and where possible, to transmit that data directly to another data controller.
- 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, see below.

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 info@calnemethodist.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.

A fuller version of this privacy notice can be read at <https://www.tmcpc.org.uk/about/data-protection/managing-trustees-privacy-notice> - a copy of which can be found on the noticeboard in the hall or on the Calne Methodist Church website <http://www.calnemethodist.org.uk/index.html>

Appendix

Purpose/Activity

Lawful basis for processing including basis of legitimate interest

Contact

To publicise details of ministers, officeholders, relevant employees and other volunteers.

- (a) Necessary for our **legitimate interests**
- (b) **Consent**

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Contact

To notify you (and make suggestions and recommendations to you) about Church services, activities and events that may be of interest to you or which you have signed up to and to provide news on Church events.

- (a) Necessary for our **legitimate interests**
- (b) **Consent**

Lists

To keep and maintain records of:
(a) members, adherents, participants in and attendees to Church groups and events and parental contact information
(b) office holders, employees, volunteers and ministers
(c) individuals within the pastoral care

- (a) Necessary for our **legitimate interests**
- (b) **Performance of a contract** with you

Pastoral

To keep and maintain **pastoral records** and
To keep and maintain contact information and administrative records for you where there is no continuing relationship with the Church e.g. contact details to allow pastoral visitors to see you or send you greetings cards.

- (a) Necessary for our **legitimate interests**
- (b) **Consent** (where there is no continuing relationship with the Church)

Pastoral

To include your details in **prayer requests** and notify you about prayer requests and other news that church members, volunteers and those in regular contact with the Church wish to share with you.

- (a) Necessary for our **legitimate interests**
- (b) **Consent** (where there is no continuing relationship with the Church)

Record keeping

To keep and maintain records of baptisms, confirmation, marriage and funeral records.

- (a) Necessary for our **legitimate interests**
- (b) Necessary to comply with a **legal obligation**
- (c) **Consent** (where there is no continuing relationship with the Church)

Administration

To administer our charity including planning services, where ministers and lay preachers will preach, managing and maintaining church premises, keeping accounts and tax records including Gift

- (a) Necessary for our **legitimate interests**
- (b) **Performance of a contract** with you
- (c) Necessary to comply with a **legal obligation**

Administration

To administer, run and protect our Local Websites (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)

Details provided in relevant Local Website privacy notices.

Administration

To manage and administer third party use of our premises including room bookings, licences, leases and residential tenancy agreements

- (a) Necessary for our **legitimate interests**
- (b) **Performance of a contract** with you
- (c) Necessary to comply with a **legal obligation**

Employment

To administer applications for job vacancies and administer and manage our relationship with our employees.

- (a) Necessary for our **legitimate interests**
- (b) **Performance of a contract** with you
- (c) necessary to comply with a **legal obligation**

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Safeguarding

To record and maintain safeguarding records, self-declarations, incident reports, and carry out volunteer checks and Disclosure and Barring Service (DBS) checks.

- (a) Necessary for our **legitimate interests**
- (b) **Performance of a contract** with you
- (c) Necessary to comply with a **legal obligation**
- (d) Needed in the **public interest**

Security

To record and use images.

- a) Necessary for our **legitimate interests**

Targeted marketing/fundraising

To contact you personally about specific fundraising activities/ initiatives and/or with targeted marketing material.

e.g. where we contact you personally/ target you with a request for a donation to Local Church, Circuit or District funds

Consent