PRIVACY NOTICE FOR KEYHOLDERS OF SIDWELL STREET METHODIST CHURCH

This privacy notice is for those who have offered to act as a keyholder for Sidwell Street Methodist Church. The Methodist Church is committed to the protection of your rights under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This notice will inform you of your rights and information about how we hold and use your personal data.

1. **What is personal data?**

This is information, which indirectly or directly allows you to be identified via circumstances or specific details. It may include data such as names, addresses and dates of birth.

**How do we process your data?**

In compliance with the GDPR, the Methodist Church makes the following commitments about the processing of your data:

* Information will not be processed beyond what is necessary for the keyholder activities.
* Data about you will be kept up-to-date and records amended to address factual inaccuracies as soon as possible.
* We will store information securely, with the use of sufficient measures to protect your data from unauthorised access, loss or misuse.
* We will destroy data that is no longer required in a safe and appropriate manner.

We may use your personal data for the following purposes:

**(Amend or add additional processing activities to fit individual circumstances)**

* to maintain an electronic (or manual) record of those who are willing to act as a keyholder for Sidwell Street Methodist Church**,** held byourSafeguarding Officer.
* to provide contact details of keyholders to parties who may need access to the building includingemergency services/maintenance contractors and users of the facilities
* to inform you of information and updates that may be relevant to your role as keyholder.

1. **What is the lawful basis for processing your personal data?**

* Processing is necessary for the legitimate interests of the Methodist Church in Britain to enable you to undertake the role of keyholder within the Methodist **Church in accordance with safeguarding policy and practice.**
* 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.

1. **Sharing your personal data**

Your data will be held in confidence and will be shared only where necessary with other members of the church or those engaging with church in order to facilitate the role and activities identified above. You will be informed if any further sharing of information is deemed necessary and your consent for this will be obtained, where appropriate.

1. **How long do we keep your personal data?**

Records of keyholder contact details held locally will be retained for the period of your engagement with this role and until you return the key(s).