SIDWELL STREET METHODIST CHURCH - DATA PRIVACY NOTICE

This privacy notice is for those who have given personal data to 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 activity.
* 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:

* to maintain an electronic (or manual) record of those participating in our activities.
* to provide contact details should our activity be suspended or altered.
* to inform you of information and updates that may be relevant.

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 engage with us **in accordance with our 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 contact details held locally will be retained while you are participating with us and held for up to 12 months after you leave. You may request that your records be destroyed when you leave.