



DATA PROTECTION NOTICE

Privacy Policy & Statement

Cole Street Methodist Church

1.0 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 2016/679.

2.0 Who are we?

Cole Street Methodist Church is the data controller (contact details at the end of this form). This means it decides how your personal data is processed and for what purposes. Cole Street is part of the Dudley & Netherton Circuit and the Wolverhampton & Shrewsbury District.

3.0 How do we process your personal data and keep it for?

Cole Street Methodist Church complies with its obligations under 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: -

3.0.1 by members of the Church, its Managing Trustees and the Church Council:

- 3.0.1.1 To provide pastoral care to the community, congregation, friends and family of the church;
- 3.0.1.2 To enable us to provide a voluntary service for the benefit of the public as specified in our mission statement;
- 3.0.1.3 To administer membership records;
- 3.0.1.4 To fundraise and promote the interests of the charity;
- 3.0.1.5 To manage our employees and volunteers;
- 3.0.1.6 To maintain our own accounts and records which includes safeguarding, medical, emergency requirements and the use of CCTV systems for the prevention of crime;
- 3.0.1.7 To inform individuals of news, events, activities or services running at Cole Street Methodist Church;
- 3.0.1.8 To manage the implementation of control measures relating to risk assessment;
- 3.0.1.9 To operate Cole Street Methodist Church's website and social media pages and deliver the services that individuals have requested.
- 3.0.1.10 To process gift aid applications.
- 3.0.1.11 To contact individuals via surveys to conduct research about their opinions of current services, fundraising etc. or of potential new services and fundraisers etc. that may be offered.

3.0.2 by the Managing Trustees & Ministers of the Circuit & the District:

- 3.0.2.1 To administer membership records;
- 3.0.2.2 To manage our employees and volunteers;
- 3.0.2.3 To maintain our own accounts and records including but not exclusively Quinquennial, Quaterage & Circuit Governance;
- 3.0.2.4 To operate the Dudley & Netherton Methodist Church website and deliver the services that individuals have requested.
- 3.0.2.5 To inform individuals of news, events, activities or services running within the Circuit;

- 3.0.2.6 To share your contact details with the District office so they can keep records up to date and keep you informed about news, events, activities and services that will be occurring in the District and which are relevant to the role you are undertaking.

(Please note that these lists are not exhaustive and we may process personal data for other purposes, which will need to be notified and recorded. Remember, at the heart of this is ensuring that individuals are aware of exactly what we are going to do with your personal data and giving you the opportunity to consent where necessary).

4.0 What is the legal basis for processing your personal data?

We are legally able to do the above under the following Articles of the new GDPR:

Article 6

- We gain the explicit consent of the data subject (consent signed at the end of this form)
- Processing is necessary for compliance with a legal obligation in cases such as safeguarding where details may be legally required to be passed on;

Article 9

- We gain the explicit consent of the data subject (consent signed at the end of this form) to be able to tell people about events, news, services.
- 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.
- Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes. (Please note however there is no obligation to provide your data for this purpose).

5.0 Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with those whom hold positions of responsibility within Cole Street Methodist Church and those in its voluntary employment or those whom hold positions of responsibility within the Dudley & Netherton Methodist Church Circuit and those in its employment under the control of the Methodist Church of Great Britain.

We will only share your data with third parties outside of the Church & Circuit with your consent.

6.0 How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary and we only retain your data for the purposes set out under section 3.0.1 and 3.0.2 and use criteria to determine how long to retain your personal data such as: -

- in case of any legal claims/complaints;
- for safeguarding purposes etc.;
- for historical & statistical purposes;

7.0 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 Cole Street Methodist Church holds about you;
- The right to request that Cole Street 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 Cole Street Methodist Church to retain such data;

- The right to withdraw your consent to the processing at any time;
- The right to request that Cole Street Methodist Church 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) in cases such as medical treatment, membership transfer etc.;
- 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 for the purposes of scientific/historical research and statistics;
- The right to lodge a complaint with the Information Commissioners Office (ICO).

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.

8.0 Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Church Council Secretary at info@colestreetchurch.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.

9.0 Cole Street Directory (If you hold a position of responsibility only)

The Directory is circulated to Local Church, Circuit and District members but may also be made available to people who are not members of the Church, for example by being left in vestibules, being made available for collection from the Door Steward etc.. For the purposes of the Cole Street Methodist Church website and the Dudley & Netherton Circuit website, only your name and a contact number would be provided, if you give consent.

Please insert the contact details that may be published, if any, below:

Name: _____

Address: _____

Email Address: _____

Phone Number: _____

Mobile Number: _____

10.0 Consent

By signing this form you are confirming that you have read this Data Protection Notice and that you are consenting to Cole Street Methodist Church holding and processing your personal data for the following purposes (please tick the boxes where you are happy to grant consent): -

- ☐ To keep you informed about the daily running of the Church;
- ☐ To maintain records relating to safeguarding, controlled risk assessments, gift aid and requirements of UK law;
- ☐ To keep you informed about news, events, activities, surveys and services by Cole Street, any Church in the Circuit or within the Wolverhampton & Shrewsbury District;
- ☐ To share your contact details with the Circuit, District and Connexional Team so they can keep you informed about news and events, activities and services that will be occurring in local circuits and which are relevant;
- ☐ For research purposes relating to historical and statistical needs;
- ☐ All of the above.

Individual's Name:

Address:

Telephone:

Email address:

In order to process your personal data, please indicate how we may be able to contact you: -

- ☐ email ☐ SMS ☐ by post ☐ by phone ☐ social media inc. Facebook, Twitter, WhatsApp
- ☐ consent to all the purposes;

Where you do not grant consent we will not be able to use your personal data. If someone does not consent to processing, they won't be able to receive updates, publicity on services and events, etc., or information from Cole Street Methodist Church except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by contacting the email address as listed under section 8.0. Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.

If completed on behalf of someone under the age of 18:

Responsible adult's name:

Responsible adult's address (if different from above):

.....

Signed:

Dated:/...../.....

This form will be retained by Cole Street Methodist Church in line with the above policy. Please note that those under 18 upon reaching the age of consent will require a new form filled in individually.

Please return sections 9.0 (if applicable) and 10.0 to David Moss or Wendy Goodwin (acting Data Protection Managing Trustees for Cole Street Methodist Church) & retain the previous for your records. This policy is available on our website.