

Truro (with Tresillian) Methodist Church Privacy Notice

WHO WE ARE	Truro (with Tresillian) Methodist Church
SECTION 1: PURPOSE OF THIS PRIVACY NOTICE	<p>This Privacy Notice aims to give you information on how Truro (with Tresillian) Methodist Church (“the Church”) collects and processes your personal data which either you provide to us or we obtain and hold about you, including any data you may provide when you become a member of, volunteer to help at or provide your details to the Church.</p> <p>It is important that you read this Privacy Notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or dealing with personal data about you (e.g. website privacy notices and employment privacy notices) so that you are fully aware of how and why we are using your data. This Privacy Notice supplements the other notices and is not intended to override them.</p>
SECTION 2: DATA CONTROLLER	<p>The Methodist Church in Great Britain is a membership church made up of different bodies of Managing Trustees; Local Church Councils, Circuit Meetings and District Synods. These individual charities form part of the wider Connexion of the Methodist Church in Great Britain.</p> <p>The Data Controller acting for the Connexion in relation to general data protection issues is the Trustees for Methodist Church Purposes (TMCP).</p> <p>The Data Controller acting for the Connexion in relation to data protection matters concerning safeguarding and complaints and discipline issues is the Connexional Team (registered under the name of the Methodist Church in Great Britain).</p> <p>The Local Data Officer, who is responsible for day-to-day administration of data protection at the Church, is the Minister at the Church, Revd Mark Dunn-Wilson, who can be contacted via:</p> <p style="padding-left: 40px;">Truro Methodist Church Office Union Place Truro Cornwall TR1 1EP</p> <p>(marking your correspondence “FAO Local Data Officer”).</p> <p>You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance.</p>
SECTION 3: CATEGORIES OF PERSONAL DATA WE COLLECT	<p>Personal data is any information identifying a living individual or information relating to an individual that can be identified from that information/data alone or in combination with other information in your hands or that can reasonably be accessed.</p> <p>Personal data can be factual (for example, a name, email address,</p>

	<p>location or date of birth) or an opinion about that person’s actions or behaviour. Personal data includes an individual’s name, address, date of birth, telephone number, email address, a photograph or disability, health or ethnicity data.</p> <p>We may collect some or all of the following personal data for the purposes and administration of the Methodist Church:</p> <p><u>Core Personal Data:</u></p> <ul style="list-style-type: none"> • Name • Gender • Date of birth • Address • Marital status and Spouse • Phone number(s) • Email address • Job and Employer • Image (including photographs taken of you where it is possible to identify you and images of you caught by CCTV - not currently in use - or Live Streamed worship) <p><u>Other Personal Data:</u></p> <ul style="list-style-type: none"> • Financial data (including bank account details, as agreed) • Official records (including baptism and membership status) <p><u>Pastoral Data:</u></p> <ul style="list-style-type: none"> • Such notes and information considered necessary for the exercise of pastoral ministry within the Church, including details of an individual’s next of kin and emergency contact details. This additional information may also include Special Category Data <p>The Pastoral Data is only visible to members of the Ministry Team of the Church. The Pastoral Data and the Core Personal Data is stored on and retrieved from a secure, 256-bit military-grade encryption, cloud-based system ‘Churchsuite’, which includes the ‘MyChurchSuite’ app. Full details of the security of our database can be found at: https://churchsuite.com/tour/gdpr/security</p>
<p>SECTION 4:</p> <p>OUR SOURCES OF THE PERSONAL DATA</p>	<p>We obtain personal data from:</p> <ul style="list-style-type: none"> • Direct exchanges: information you may choose to share with us directly – e.g. by speaking to us, filling in a form or by corresponding by post, phone, email or otherwise; • Indirect exchanges: information shared by parent[s]/guardian[s] about their own children; • Other GDPR-compliant, publicly-available sources, as considered appropriate for the exercise of pastoral ministry
<p>SECTION 5:</p> <p>AUTOMATED DECISIONS WE MAY TAKE</p>	<p>None</p>

<p>SECTION 6:</p> <p>PURPOSES FOR WHICH WE PROCESS PERSONAL DATA</p>	<p>“Processing”, “processed” or “process” means any activity that involves the use of personal data.</p> <p>It includes obtaining, recording or holding the data, or carrying out any activity or set of activities on the data, including organising, amending, retrieving, using, disclosing, erasing or destroying it.</p> <p>Processing also includes transmitting or transferring personal data to third parties – e.g. sharing member information by email and shredding when information is no longer required.</p> <p>The Church will process personal data in order to:</p> <ul style="list-style-type: none"> • Administer bookings and other financial transactions (e.g. regular giving and Gift Aid donations), as agreed; • Contact individuals to provide information on services, events, activities, rotas, and other matters relating to the Church; and • Support the provision of pastoral care and ministry provided to members of the Church family
<p>SECTION 7:</p> <p>DISCLOSING YOUR PERSONAL DATA</p>	<p>Your personal data will only be disclosed to:</p> <ul style="list-style-type: none"> • Other members of the Ministry Team of Truro (with Tresillian) Methodist Church [all relevant personal data, except Financial Data] • Other relevant members of staff at the Church, as appropriate and necessary for their particular role • Other members of the Church family at Truro (with Tresillian) Methodist Church, via the MyChurchSuite app and via other methods (e.g. where an individual is in a group or rota) [“Core Personal Data” only]* <p>Selected information will also be disclosed as follows:</p> <ul style="list-style-type: none"> • Personal data relating to event bookings and administration will be shared within the Stewardship Team • Financial aspects of “Other Personal Data” will be shared within the Church Finance Team • Official records may be shared with The Methodist Church of Great Britain (Statistics) in an anonymised form. • Official records may be shared with other bodies and institutions as required by Safeguarding law, practice and policy <p>*NB. Individuals have the right to decide which of their “Core Personal Data” they choose to disclose to the Ministry Team and the degree to which their “Core Personal Data” is shared with others on the MyChurchSuite app. The Church Administrative Team is happy to assist you in this process.</p>
<p>SECTION 8:</p> <p>LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA</p>	<p>Under the General Data Protection Regulation (“GDPR”), there must always be a lawful basis for using personal data. The legal basis for the collection and processing of your personal data in the context of the Church will fall under one or more of these headings:</p> <ul style="list-style-type: none"> • legitimate interest; • performance of contract (licences, tenancy and bookings); • legal or regulatory obligation • vital interest;

	<ul style="list-style-type: none"> • public task; • consent <p>(see Section 15, below, for working definitions of these terms)</p>
<p>SECTION 9:</p> <p>YOUR RIGHT TO WITHDRAW CONSENT</p>	<p>Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which consent was given prior to your withdrawing it.</p>
<p>SECTION 10:</p> <p>LOCATION OF YOUR PERSONAL DATA</p>	<p>The Church will keep your personal data within the European Economic Area. The EEA consists of all EU member states plus Norway, Iceland and Liechtenstein.</p>
<p>SECTION 11</p> <p>HOW LONG WE WILL KEEP YOUR PERSONAL DATA FOR</p>	<p>The Church will not retain your personal data for longer than is reasonable and necessary for the purposes for which it was collected.</p> <p>We shall retain your personal data for such time as you are a member of the Church, are a regular attender at services at the Church, are a regular attender at Church-sponsored events, and/or you request that we no longer retain your personal data. Personal data will be reviewed each August and personal data relating to individuals who no longer have an active connection to the Church will be archived or deleted, in accordance with guidelines issued by the Trustees for Methodist Church Purposes (unless specifically requested by the individual concerned).</p>
<p>SECTION 12</p> <p>YOUR RIGHTS IN RESPECT OF YOUR PERSONAL DATA</p>	<p>You have data protection rights that you can exercise over the information you give us. These rights include:</p> <ul style="list-style-type: none"> • 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 not be subject to decisions made by automated processing including profiling, • and; data portability (to receive your digital information in a useful format). <p>There may be some legal restrictions on these rights, which we will explain as appropriate.</p> <p>If you wish to exercise any of the rights set out above, please contact your Local Data Officer.</p> <p>You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.</p> <p>We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure</p>

	<p>that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response. [cont...]</p> <p>We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.</p>
<p>SECTION 13</p> <p>OUR CONTACT DETAILS</p>	<p>FAO Local Data Officer Truro Methodist Church Office Union Place Truro Cornwall TR1 1EP</p>
<p>SECTION 14</p> <p>COMPLAINTS</p>	<p>If, after contacting the Local Data Officer, you feel your rights haven't been upheld you can communicate with:</p> <p style="padding-left: 40px;">The Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF</p> <p>Tel: 0303 123 1113 Web: https://ico.org.uk/global/contact-us/</p>
<p>SECTION 15</p> <p>KEY DEFINITIONS</p>	<p>“Church-sponsored events” means:</p> <ul style="list-style-type: none"> • Clubs, groups, lunch meetings, fellowship groups connected to the Church <p>“The Church Finance Team” means:</p> <ul style="list-style-type: none"> • The Treasurers of the Church • The Gift Aid Administrator for the Church <p>“The Ministry Team” means:</p> <ul style="list-style-type: none"> • The Minister of the Church • The Lead Pastors of the Church • The Pastoral Assistant(s) of the Church <p>“The Stewardship Team” means:</p> <ul style="list-style-type: none"> • The Ministry Team • The Church Stewards of the Church • The Treasurers of the Church • The Administrators of the Church • The Event Stewards of the Church <p><u>Legal Bases for Data Processing:</u></p> <p>“Legitimate interests” means:</p> <ul style="list-style-type: none"> • the interests of Local Churches, Circuits and Districts in operating as a membership Church, supporting our members and the communities we work in and conducting and managing our missional activities to enable us to fulfil the calling of the Methodist Church in Great Britain. We make sure we consider and balance any potential impact on you

(both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law). You can obtain further information about how we assess our legitimate interests against any potential impact on you in respect of specific activities by contacting your Local Contact.

“Performance of Contract” means:

- processing your personal data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract including employment contracts and property contracts, such as licences and tenancy agreements.

“Legal or regulatory obligation” means:

- processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to.

“Vital interests” means:

- where it is necessary to use your personal data to protect your "vital interests" or those of another person (such as a child) in a life-or-death situation.

“Public task” means:

- where we need to perform a task carried out in the public interest e.g. in certain safeguarding situations

“Consent”:

- generally, we do not rely on consent as a legal basis for processing your personal data other than in relation to sharing your personal data with third parties (including where Contact Details are made publicly available through Circuit and District Directories, Circuit Plans and noticeboards), sending marketing communications to you via email or to legitimize dealing with Special Category Data.

SECTION 16

SPECIAL CATEGORY DATA

Special Category Data could be considered more sensitive personal data (e.g. data on the religious beliefs or health of an individual). Where data processing relates to Special Categories of Data, additional processing conditions apply. These might include:

- a) Explicit consent has been given by the data subject;
- b) Processing is carried out by a not-for-profit body with a religious aim providing that the processing relates 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;
- c) Processing relates to personal data manifestly made public by the data subject;
- d) Processing is necessary for archiving purposes in the public interest, scientific and historical research purposes or statistical purposes.