

## General Data Protection Regulation 2018

### **Catshill Methodist Church Data Protection Statement**

To comply with General Data Protection Regulation (GDPR), we must declare what personal data we hold, why we hold it and how it will be used. We must also have permission to retain any personal details (see below) and undertake to delete them if requested. Any data we hold will be used only for purposes directly related to the activities and effective administrative running of Catshill Methodist Church and will not be provided to any other person, organisation or business for any other purposes, except where required by law.

#### **Catshill Methodist Church Data Protection Principles**

Catshill Methodist Church will comply with data protection law. Any personal information will be:

- ✓ Used lawfully, fairly and in a transparent way;
- ✓ Collected only for valid purposes, used in relation to those purposes and not used in any way that is incompatible with those purposes;
- ✓ Accurate and kept as up to date as possible;
- ✓ Kept securely;
- ✓ Kept only for as long as necessary, for the purposes stated and in accordance with our data retention policy (see below).

#### **Personal Data Held by Catshill Methodist Church**

For the effective running of Catshill Methodist Church we need to keep a record of some personal data. With the exceptions listed below, that data is limited to but not always including:

- Name(s);
- Address(es);
- Home and/or mobile telephone number(s);
- Email address(es);

We keep such records for the following groups of people:

- Church members;
- Adherents (i.e. those who may attend services but are not members of the church);
- Attendees of organisations directly or indirectly linked to the church;
- Regular or occasional hirers or users of the church premises that are deemed to be not linked to the church.

Exceptions to the above include such data that churches are obliged by law to keep, such as births, deaths and marriage registers and also baptismal records, (which may include dates of birth and addresses at the time of the event) and financial records, such as bank statements, gift aid declarations etc.

#### **Catshill Methodist Church Use of Personal Data**

Catshill Methodist Church will generally use personal data for relevant and related purposes where you might reasonably expect us to do so, where this is not outweighed by your own interests, fundamental rights or freedoms. This may include:

- Pastoral care;
- Providing information to members of the groups relating to worship, meetings events and anything else relevant to the individuals or the groups;
- Maintaining our records and other administrative purposes e.g. updating the data;
- Use of the data (excluding address(es)) in the Church Directory;

## **Access to the Personal Data Kept**

You may request to see all the personal data we hold on you (we have up to 30 days to provide it). We only keep your data for the reasons outlined above. We undertake to delete your personal data, or withhold it from publication, if you request us to do so, unless we are unable to do so for legal reasons. Request to delete all personal data may lead to no information being provided to the individual and for members, the potential of not being on the Church Membership list.

## **Catshill Methodist Church Disclosure of Personal Data to Other Third Parties**

Catshill Methodist Church will never pass on personal data to third parties unless required by law, without the express permission of the individual(s) concerned.

## **Permissions Required to Hold Personal Data**

Individuals who become members of the church and those who attend services, meetings or events linked to the church may provide information to the church to enable reasonable contact to be made for the purposes listed above. That information, limited to the list of data held by the church (above), may be kept by the church to allow reasonable contact unless specifically requested by the individual not to do so. All other personal data will need specific written permission to be kept.

## **Who Keeps Personal Data**

Personal data will be kept by those persons who have a specific need to keep the data to carry out their functions within the church or organisation related to the church. Such data will be kept securely, either on password protected electronic storage media or in paper format which will be kept either in locked private houses or in the locked vestry of the church.

## **Catshill Methodist Church Data Retention Policy**

Catshill Methodist Church will only retain personal data for as long as necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Personal data may be further processed and stored for archiving in the interests of statistical and/or historical purposes. When doing so, we will consider any link to the initial purpose, the context the data was collected in, the reasonable expectations of individuals, the nature of the data, the consequences of further processing and the existence of appropriate safeguards. Old membership lists and other electronically held data may have some historical value and/or statistical value. Catshill Methodist Church will consider how long is practically useful.

## **Contact Details**

Please contact the Minister or Senior Steward at Catshill Methodist Church if you have any questions or concerns about personal data and privacy matters.