

MENSTON METHODIST CHURCH PRIVACY NOTICE

Menston Methodist Church is committed to protecting and respecting your privacy. This policy statement explains why we collect personal information, how we use it and how we keep it safe.

Who we are

A Data Controller determines the purposes and means of processing personal data. TMCP (Trustees for Methodist Church Purposes) is the Data Controller.

A Data Processor is responsible for processing personal data on behalf of a controller. The Church Council is the Data Processor.

What information do we collect

The data we collect can be classed as:

- administrative data: information about you included in weekly notices, The Messenger, Circuit Plans, minutes of Church meetings, room booking details, supplier and contractor details, employment applications;
- image data: photographs taken where it is possible to identify the subject;
- contact data: home address, email address and telephone numbers of members, adherents, employees and volunteers;
- parental contact data: details of parents/guardians on consent forms;
- official records: details of baptisms, confirmations, marriages and funerals; and
- financial data: information required by us for weekly giving, online banking and HMRC relating to gift aid donations.

How do we use personal information

We process personal data to help us:

- maintain our list of church members, adherents and regular attendees;
- provide pastoral support for members and others connected with our Church;
- provide services to the community including Cornerstone Cafe, Friday Friendship Group, Wednesday Group, Friday Club, Vivace Youth Choir, Menston Methodist Tennis Club, Menston Methodist Drama Group, flower distributors;
- safeguard children, young people and vulnerable adults;
- maintain our accounts and records; and
- respond effectively to enquirers and handle any complaints.

What legal basis do we have for processing your personal data

Menston Methodist Church will ensure that personal data is processed in accordance with the principles of GDPR and is processed:

- lawfully, fairly and in a transparent manner;
- for specified, and legitimate purposes and not processed in a manner which is incompatible with those purposes; and
- accurately, relevantly and limited to what is necessary in relation to the purposes for which it is processed;

We will only use your personal data when the law allows us to and in the following circumstances:

- where it is necessary for our legitimate interests;
- where we need to perform the contract we are about to enter into or have entered into with you; and
- where we need to comply with a legal or regulatory obligation that we are subject to.

When do we share personal data

We treat all personal data as strictly confidential, except where consent has been provided for it to appear in publications such as the weekly notices, The Messenger, rotas, or the Church website.

Personal data will not be shared with third parties, other than those agreed, unless we are legally obliged to do so or:

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- with your explicit consent;
- it is necessary for law enforcement purposes; or
- it is necessary to protect our rights, property or safety of our members, presbyters, volunteers or employees.

How do we secure personal data

We implement reasonable and appropriate measures against unlawful or unauthorised access to personal data and against the accidental loss of, or damage to, personal data. We limit access to your personal data to those members, volunteers, presbyters and employees who have a need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We will notify you of a breach where we are legally required to do so.

How long do we keep your personal data for

We will retain your data until you instruct us to remove it or it is no longer appropriate for us to keep your personal data or for us to contact you on behalf of Menston Methodist Church.

Your rights in relation to personal data

Unless personal data is subject to an exemption under GDPR, you have the following rights with regards to your personal data:

- to withdraw consent to the data processing at any time;
- to request a copy of the personal data held about you;
- to correct any personal data held which is found to be inaccurate;
- to erase any personal data where there is no good reason for us continuing to process it; and
- to lodge a complaint with the Information Commissioners Office.

Use of cookies and other technologies

By using the website of Menston Methodist Church you have given us consent to use cookies. Cookies are small text files that are stored on your computer when you visit a website. They are mainly used as a way of improving the website functionalities or to provide more advanced statistical data.

Our website uses Google Analytics which relies on cookies to generate more advanced visitor charts and data mining reports and collects anonymous information that will not be used to identify our website visitors.

Links to other websites

Menston Methodist Church website may contain links to other websites. We have no control over other websites and cannot be held responsible for the protection and privacy of any information which you provide whilst visiting such sites. Third-party websites will not be governed by this Privacy Policy statement.

How to contact us

Any questions or concerns regarding this Policy should be sent to:

Menston Methodist Church

Main Street

Menston

ILKLEY

LS29 6NG or email: menstonmethodist@btconnect.com.