

PRIVACY POLICY

For The North Kent Methodist Circuit

Introduction

This Privacy Policy aims to give you general information on how the North Kent Methodist Circuit (NKMC) within the Methodist Church in Great Britain collects, uses and protects your personal data. The full version of the Privacy Policy used by The Methodist Church in Great Britain can be found at:

<https://www.t MCP.org.uk/about/data-protection/managing-trustees-privacy-notice>

The NKMC respects your privacy and ensures that all personal information used by us is held securely and in accordance with General Data Protection Regulations (GDPR) May 2018.

What Data We Hold

Personal data, or personal information, means any information about a living individual from which that person can be identified. We collect personal data about our ministers, employees, members, and office holders. The personal data we hold includes but is not limited to:

- **Identity Data** includes all names, marital status, date of birth and gender
- **Contact Data** includes home address, email address and telephone numbers
- **Administrative Data** used for circuit plans, circuit meeting, minutes, notices, invoices, supplier and contractor details
- **Employment Data** includes contracts of employment, employment records, training records, pension information
- **Financial Data** includes bank account details, salary details (ministers and employees only)
- **Tax Data** includes national insurance numbers and other information that may be required by HMRC (ministers and employees only)
- **Transaction Data** includes details about payments made to you or received from you
- **Pastoral Data** includes details and records of pastoral support and prayer requests
- **Image Data** includes photographs taken of you where it is possible to identify you
- **Special Categories of Data** includes information about your health, race or ethnicity, DBS records, information about criminal convictions and offences in keeping with our Safeguarding Policy

How Your Data Is Collected

You may choose to provide personal data to us directly by speaking to us at church or events, by filling forms or by corresponding with us by post, phone or email.

How Your Data Is Used

Your data is held for legitimate use within the NKMC to help us in operating as a membership Church, supporting our members and the community we work in and for missional activities to enable us to fulfil the calling of the Methodist Church in Great Britain. We like to notify our members and those in regular contact with our churches about upcoming church/circuit events so that you can play as much of a role in the life of the Church as you choose. Your data is held to comply with legal or regulatory obligations that we are subject to. It is also held for use in situations where emergency services are called to treat you or for safeguarding reasons.

Who We Share Your Data With

As a Circuit we will not share/sell your personal data with any third parties for marketing or any other purposes. We may share your data with our Local Churches, Circuits or District, also with our Local Ecumenical Partners. There are times when we need to make your personal data available to persons such as HMRC, Charities Commission, Accountants, Auditors and Solicitors.

Keeping Your Data Secure

We implement reasonable and appropriate security measures against unlawful or unauthorised processing of personal data and against the accidental loss of, or damage to, personal data. We limit access of your personal data to those ministers, employees, members and office holders 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 have put in place reasonable and appropriate procedures to deal with any suspected breach of your personal data and will act and notify you accordingly.

How Long We Retain Your Data

We will retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

You And Your Rights

We ask that you will notify us of any changes to your person data so all records can be kept up to date. You can request, in writing, to see the personal data we hold for you at any time. You can also request us to stop using all or some of your personal data as long as it is not subject to an exemption under GDPR, such as for the prevention, investigation, detection or prosecution of a criminal offence.

Contacting Us

If you have any questions about this Privacy Policy, the personal data we hold or to notify us of changes, please contact the following persons:

Circuit Data Champion
Mr James Walker
Email: gdpr4northkent@gmail.com
Tel: 07769 219 581

Circuit Co-Superintendent
Revd. Dr. Bonni-Belle Pickard
Email: bonni-belle.pickard@methodist.org.uk
Tel: 07590 564 477

District Data Champion – position vacant
Co. Wendy Cory, District Administrator
Email: wendy.cory@methodistsoutheast.org.uk
Email: gdpr@methodistsoutheast.org.uk

Reviewed by the Trustees of the North Kent Methodist Circuit in September 2024

