

SAFEGUARDING TRAINING PRIVACY NOTICE

1. Why have I been given a Privacy Notice?

You have been given this privacy notice because you have requested to attend safeguarding training within the Methodist Church. The Methodist Church is committed to the protection of your rights under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This notice will inform you of your rights and provide information about how we hold and use your personal data.

2. What is personal data?

This is information, which indirectly or directly allows you to be identified via circumstances or specific details. It may include personal data such as names, addresses and dates of birth.

3. How do we process your data?

In compliance with the GDPR, the Methodist Church makes the following commitments about the processing of your data:

- Information will not be processed beyond what is necessary for the safeguarding process.
- Data about you will be kept up-to-date and records amended to address factual inaccuracies as soon as possible.
- We will store information securely, with the use of sufficient measures to protect your data from unauthorised access, loss or misuse.
- We will destroy data that is no longer required in a safe and appropriate manner.

We will use your personal data for the following purposes:

- To collate details of those wishing to attend safeguarding training, to facilitate your attendance on training courses
- To inform you about information and updates relevant to your training
- To record data relating to course participants in order to audit compliance with training requirements for specific activities with children, young people and vulnerable adults

4. What is the lawful basis for processing your personal data?

- Processing is being carried out with your explicit consent so that you are able to undertake safeguarding training within the Methodist Church.
- 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.

5. Sharing your personal data

Your data will be held securely and only shared for the purposes above within the Methodist Church. This will include records held by **[church/circuit/district]** being shared with the Connexional Team in order to validate compliance with Safer Recruitment and Safeguarding Policies and Procedures. You will be informed if any further sharing of information is deemed necessary and your consent for this will be obtained. Please complete the form below to indicate your consent in relation to the use and sharing of your personal data.

6. How long do we keep your personal data?

Records of those successfully completing safeguarding will be retained for the period of their engagement in any capacity with the Methodist Church.

7. Your rights and your personal data

You have the following rights with respect to your personal data in relation to data held about you relating to safeguarding: -

- The right to request a copy of your personal data which is held about you by the Methodist Church
- The right to request that the 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 the Methodist Church to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provides you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- 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
- The right to lodge a complaint with the Information Commissioners Office.

8. Relevant Contacts

The data controllers are the Methodist Church of Great Britain for all matters relating to safeguarding. If you wish to make a subject access request relating to safeguarding data held about you by the Methodist Church, it should be sent to the address below:

The Governance Adviser
Conference Office
Methodist Church House
25 Marylebone Road
London NW1 5JR

conferenceoffice@methodistchurch.org.uk

If you have any queries about data processing for safeguarding training participants, please contact a local minister or safeguarding officer.

DATA PROCESSING CONSENT FORM

SAFEGUARDING TRAINING

Under the General Data Protection Regulation ('GDPR') in order to process your personal data, the Methodist Church must obtain your explicit consent to use your data for safeguarding training purposes. Personal Data includes, but is not limited to your name, address, telephone number and email address.

Please tick all relevant boxes to indicate your consent.

You may consent to all, some or none of the options listed. If you do not wish consent to **[insert name of church/circuit/district]** using your information for the purposes listed below, it may not be possible for you to attend safeguarding training and you may wish to consider involvement in other activities for which this is not a requirement.

I give my consent for **[insert name of church/circuit/district]** to use my data for the following purposes:

- To include **my name/phone number/email/address** (*delete as appropriate*) in a list of those wishing to attend training to facilitate arrangements
- To keep me informed of information and developments relevant to my course
- To share my name and details with the Connexional Safeguarding Team and district safeguarding officer to allow for audit against training requirements

I consent to **[insert name of church/circuit/district]** contacting me for the above purposes by:

- Post email phone SMS social media including Facebook, Twitter

I consent to DDC contacting me for the above purposes by:

- Post email phone SMS social media including Facebook, Twitter

Please complete your details below:

Name: _____

Address: _____

Email Address: _____

Phone Number: _____

You can change your consent preferences or withdraw your consent by contacting **[insert Name, Address and Email Address of relevant officer]**.