



## 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 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 necessary for the legitimate interests of the Methodist Church in Britain in accordance with safeguarding policy and practice.
- 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, where appropriate.

## **6. How long do we keep your personal data?**

Records of those successfully completing safeguarding training will be retained for the period of their engagement in any capacity within 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 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 Commissioner's Office.

## **8. Relevant Contacts**

The Data Controller for all churches, circuits and districts is Trustees for Methodist Church Purposes which covers routine data processing activities.

For data processing relating to safeguarding, complaints and discipline, the Data Controller is the Methodist Church in Britain. If you wish to make a subject access request concerning data held about you relating to safeguarding, complaints and discipline, it should be sent to the Data Protection Officer at [dataprotection@methodistchurch.org.uk](mailto:dataprotection@methodistchurch.org.uk) or

Data Protection  
Methodist Church House,  
25 Marylebone Road  
London  
NW1 5JR

All other subject access requests should be sent to:  
Trustees for Methodist Church Purposes  
Central Buildings  
Oldham Street  
Manchester  
M1 MJQ

Tel: 0161 235 6770

Further information is available from the TMCP website:  
<https://www.tmc.org.uk>

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