

Martin Way Methodist Church

serving the communities of
Morden & Merton Park



DATA PRIVACY NOTICE

The Church Council of Martin Way Methodist Church of the Wimbledon Circuit

How we use your personal information

This privacy notice is to let you know how The Church Council of Martin Way Methodist Church of the Wimbledon Circuit promises to look after your personal information and explains how we do this and tells you about your privacy rights and how the law protects you.

Who are we?

The **Church Council of Martin Way Methodist Church** is known as the Data Controller. This means we are responsible for decides how your personal data is processed and for what purposes. Our members (the people we hold data about) are known as the Data Subject.

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the Data Controller's possession or likely to come into such possession. The processing of personal data is governed by the UK Data Protection Laws and the General Data Protection Regulation (GDPR). The GDPR is a really positive step towards you having more control over how your data is used and how you're contacted. The changes will also help to better protect your personal data.

How do we process your personal data?

The Church Council of Martin Way Methodist Church complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area;
- To administer membership records;
- To fundraise and promote the interests of the church;
- To manage our employees, if any, and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at Martin Way Methodist Church including the issue newsletters to our members and the wider public.

What is the legal basis for processing your personal data?

As a member Martin Way Methodist Church we will keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events.

Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;

Processing is carried out by a not-for-profit body with a political, philosophical, and 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

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the church with your consent.

How long do we keep your personal data?

We keep membership data for as long as you remain a member of Martin Way Methodist Church. Registers of baptisms and marriages are kept indefinitely.

We retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and registers of baptisms, marriages and funerals permanently.

Your rights and your personal data

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

- The right to request a copy of your personal data which the Church Council of Martin Way Methodist Church holds about you;
- The right to request that the Church Council of Martin Way 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 Church Council of Martin Way Methodist Church to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request, where applicable, that the Church Council of Martin Way Methodist Church provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, This is known as the right to data portability and only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means.
- 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 lodge a complaint with the Information Commissioners Office.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Church Administrator at admin@martinway.org.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.