

**The Methodist Church in Ireland
Newtownabbey Methodist Mission Circuit**

DATA PROTECTION POLICY

The policy includes:

- Checklist for the Circuit Executive
- Full Privacy Notice – for the circuit
- Guidelines for Data Users
- Subject Access Policy
- Breach Notification Policy

CHECKLIST FOR THE CIRCUIT EXECUTIVE

Our Data Protection Policy implies a number of actions have been, or need to be, undertaken.

These are:

- ☐ Each society knows who their data users are
- ☐ The data users have been trained
- ☐ This policy is due to be revised after no more than three years, i.e. May 2022
- ☐ Each society will include its Privacy Notice in bulletins, on noticeboards and websites as appropriate.
- ☐ Each society has conducted an information audit; the types of data we request and the ways we process it are included in our Privacy Notice
- ☐ We seek and record positive consent for data processing that goes beyond the 'legitimate interests' of the Circuit
- ☐ Appropriate digital and physical security measures are in place, including the exclusive use of the Methodist Church in Ireland Office365 facilities, and these are recorded in our Privacy Notice
- ☐ Each society has decided upon how long we will retain individuals' data following their last personal contact with the church concerned
- ☐ Our contact person for matters of data protection, including subject access requests, is the appointed person at society level and then the Superintendent Minister

The Circuit Steward, Society Stewards and Circuit Ministers have received an electronic version of this policy.

The signed copy is kept in the Mission Office, Newtownabbey Methodist Mission, 35a Rathcoole Drive, Newtownabbey, Co Antrim BT37 9AQ

This policy was last updated in May 2019

Signed: _____

Date: _____

CIRCUIT PRIVACY NOTICE

Data Protection Principles

The Newtownabbey Methodist Mission Circuit of the Methodist Church in Ireland complies with the General Data Protection Regulation (GDPR) as implemented in May 2018.

As a circuit each individual church has its own specific policy. However across the circuit:

We aim to ensure that, when processing information belonging to individuals, we will use that data with integrity, appropriately, and sparingly. We will endeavour to ensure such data is accurate, not kept forever, and stored securely. Training in data protection is recommended for all our staff and volunteers who store and/or use people's information.

The appropriate Privacy Notice will be posted in our buildings, official publications and on our website. We will review the policies every three years.

Your Rights

You have data protection rights that you can exercise over the information you give us. These rights include: to be informed how your data is being used; to have access to the information we hold about you; to have inaccuracies corrected; to have your information erased; to object to or restrict the ways we process your information, and; data portability (to receive your digital information in a useful format). There may be some legal restrictions on these rights, which we will explain as appropriate.

If you feel your rights haven't been upheld please contact us in the first instance, or you can communicate with the Methodist Church in Ireland (Secretary of Conference) The Trustees Office, Edgehill House, 9 Lennoxvale, Belfast BT9 5BY; E-mail: secretary@irishmethodist.org.

Our Contact Details

If you need to get in touch with us please contact:

The Named Data Protection Person in the Church, which is holding your details

Or

The Circuit Superintendent. Rev William Davison

Newtownabbey Methodist Mission, 35a Rathcoole Drive, Newtownabbey, Co Antrim BT37 9AQ

Phone: 028 9085 2546

E-mail: billy.davison@irishmethodist.org

Your Data

We may record and process some or all of the following personal information about you and each member of your immediate family

- contact details (address, phone numbers, e-mail address)
- date of birth
- photographs/video recordings
- financial giving to the church
- health and medication

We use this data so that we might:

- encourage you in your discipleship and provide pastoral care to you as part of the church family, e.g. by visiting at your home, calling your telephone, or sending a text message or e-mail
- keep you informed about life in the church family, e.g. by sending you occasional notices by post, e-mail or text message, including information about the Methodist Church in Ireland
- process your involvement in activities of the church family, including groups that meet regularly as well as residential and other special trips

- encourage you to give money to the church for our on going mission and property maintenance, in addition to funds of the Methodist Church in Ireland that support: mission in Ireland (Methodist Home Mission) and overseas (World Mission Partnership); children in poverty (Child Care Society), and; overseas aid (World Development and Relief)
- facilitate the organisation of the church and circuit, e.g. by creating rotas or following Methodist Church in Ireland directives.

Each church in its personal policy will give you any additional specific information on what is recorded or held.

Legal Bases for Processing

Our legal bases for processing your data are 'legitimate interests' (for activities related to the everyday functioning of the church) [GDPR Article 6.1(f)] and 'consent' (for everything else) [Article 6.1(a)].

In a small number of instances we rely on 'contract' (for example, if we are your employer) and 'legal obligation' (for example, in relation to safeguarding issues).

When using 'legitimate interests' as the legal basis for using the information you have given us we will ensure it is for a genuine purpose, necessary for the smooth running of the church family, and not invasive to your privacy. For all other purposes we will ask for your positive consent before processing your details.

We are able to process 'special categories of personal data' (such as your health or religious beliefs) in the course of our legitimate activities because we are a not-for-profit body with a religious aim relating to you as a member, former member, or person with whom we have regular contact [Article 9.2(d)].

Sharing Your Data

Only people appointed to specific roles within the circuit (for example, ministers and lay staff, pastoral visitors, society/circuit stewards, preachers, membership secretaries) can access your details, and what they can see is limited to what they need in order to carry out their role.

If you are appointed to a specific role within the life of the church and/or circuit we may publish your details (e.g. in announcement sheets, annual reports or our web presence) or share them directly so members and other relevant individuals/organisations can contact you. This will cease when you step down from the role.

If you donate money to us using the UK Gift Aid scheme we will send details of those gifts to HMRC.

We will not share your information with any other third parties without your permission unless we have a legal obligation to do so. However, we may need to share your details within the Methodist Church in Ireland, as follows:

- to comply with our Safeguarding policy when you volunteer with children and vulnerable adults.
- if your role within the Circuit means you need to receive specific information related to that role.
- to process Gift Aid tax refunds through the Trustees of the Methodist Church in Ireland.

Security and Retention

- We use Microsoft Office 365 cloud services for digital files, which have integrated appropriate security measures to keep your data safe, including instances where their servers are located outside of the EEA.
- To prevent unauthorised disclosure of your information, our paper-based records are kept in a locked cabinet or briefcase when not in use. Electronic and portable memory devices are protected by passwords

or equivalent security measures. Membership software and digital documents containing personal data are either encrypted or password-protected.

- Other than our permanent records (like Membership, Baptism and Marriage Registers, or Church Council/Circuit Executive minutes) or details that need to be kept for legal compliance (such as Safeguarding notes or Gift Aid declarations), we will remove your information from our systems up to five years after your last personal contact with us, or five years after you turn eighteen years old if you are a minor.
- One-off consent forms (such as for annual group membership or booking for trips etc.) will be destroyed/erased one year after their use.

Subject Access Request

You have the right to ensure our use of your data is lawful, and that the data we hold is accurate. If you would like to access the data we process about you, please write to the named data protection officer as noted in the local policy or the circuit superintendent.

In order to locate the information you are requesting and to ensure proof of your identity, please send us:

- Your name (including any names by which you used to be known) and Date of Birth
- Address (incl postcode), e-mail address(es), telephone number(s)
- Two pieces of identification that between them clearly show your name, date of birth and current address (eg passport, photocard driving license, birth certificate, recent bank statement/utility bill)

In response, and within one month at the latest, we will send to you:

- The personal data we hold on record for you
- The types of processing we do with your data
- The people/groups with whom your data will have been shared (or will be in the future)
- Our intentions regarding how long we might store your data
- OR our reasons for not providing your data

We will not charge for this service unless you make multiple requests within a short space of time.

Further Information

You can learn about Data Protection principles, your rights, and more – including making a complaint about our handling of your data – from the Information Commissioner’s Office (ICO) in Northern Ireland [visit www.ico.org.uk, call 0303 123 1113. The guidance for Methodist churches is available at www.irishmethodist.org/data-protection-resources

GUIDELINES FOR DATA USERS

Am I a Data User?

Everyone who gathers, stores or uses personal information in the course of the work of the Circuit is considered to be a 'data user'.

If you are a data user it is your responsibility to help the Circuit comply with the GDPR by implementing this Data Protection Policy – you fall under the 'data controllership' of the Circuit. In so doing, you will not only keep people's information safe and secure but you will also help them to use their rights and protect the Circuit from the reputational damage (and potentially, fines) that could be caused by a data protection breach.

If you have not yet completed data protection training, please speak with either the named Data Protection Person in your church, your minister or the superintendent minister.

Useful information and guidance can be found by visiting the Data Protection Resources page on the Methodist Church in Ireland website (<http://bit.ly/DPresources>).

An A-Z list of suggested solutions to common issues is also available on the Data Protection Resources page of the Methodist Church in Ireland website.

What Do I Need to Understand?

If any of the following terms and concepts are unfamiliar to you, it's a sign that you need some training!

- Data protection language – 'controller', 'processor', 'process', 'personal', 'data', 'special categories of data', 'subject', 'children's data', 'legal basis', 'legitimate interest', 'consent'
- Principles of data protection
- Privacy rights of data subjects
- Procedures for:
 - Subject Access Requests
 - Breach Notifications
- Using Privacy Notices and Consent

We want to treat individuals with integrity, so they ought not to be surprised by *how* you have their information, nor by the *way* you use it or *who* else might have access to it. Thank you for the work you do!

SUBJECT ACCESS POLICY

As a Data Controller, the Circuit Executive must respect the privacy rights of individuals. These include the right to access, free of charge, the data you hold about them in order to verify the lawfulness of your processing; and then to have that data rectified or erased, or to object to or opt out of the types of processing you carry out.

The supply of such data should take place no longer than one month from the time of the request (ideally much more quickly), and in a format that is easily readable (whether physical or digital) by the individual. The individual can also request disclosure orally (for example on the telephone) but you must be confident of their identity and can request proof if you are unsure.

There are some occasions when requests may be denied, listed here:

- When disclosing the subject's data could adversely affect the rights or freedoms of others
- When the identity of the data subject cannot be adequately verified
- When the enquirer is seeking data belonging to another person (other than their own children under the age of 18)

When you receive a 'subject access request' (which doesn't have to be described as such, it could just be a question such as, "what information do you hold about me, and what do you do with it?") you must respond within a month by sending in writing:

- The personal data you hold on record for them
- The types of processing you do with their data
- The people/groups with whom their data will have been shared (or will be in the future) – for instance if their details have been passed to other parts of the Methodist Church in Ireland because of their role in the church family
- Your intentions regarding how long you might store their data (see 'Security and Retention' in the Data Protection Policy for your church)

You should also make the individual aware of their rights to:

- Request rectification or erasure of their data, or the restriction or cessation of processing of the same (but not including their removal from historical records such as baptism registers etc.)
- Make a complaint to the Secretary of Conference at The Trustees Office, Methodist Church in Ireland, Edgehill House, 9 Lennoxvale, Belfast BT9 5BY or secretary@irishmethodist.org

BREACH NOTIFICATION POLICY

The Circuit Executive is committed to complying with data protection legislation and will take appropriate technical and organisational measures to guard against unauthorised or unlawful processing and against accidental loss or destruction of or damage to personal data. However, if a data security breach occurs, it is important to manage and respond to it effectively. A data security breach covers more than the simple misappropriation of data and may occur through incidents such as:

- Loss or theft of data or equipment
- People gaining inappropriate access
- A deliberate attack on systems
- Equipment failure
- Human error
- Catastrophic events (for example, fire or flood)
- Malicious acts such as hacking, viruses or deception

Immediate Action

If such an incident occurs it is imperative that we act immediately. The following steps should be taken:

1. Inform the Superintendent Minister, who will then inform the Secretary of Conference on (028) 90767969 – both actions should be taken immediately, by telephone;
2. An initial investigation will be undertaken to determine:
 - a. The nature and cause of the breach;
 - b. The extent and nature of harm that has or could arise from the breach; and
 - c. Any remedial action that can prevent any or further harm.

If there is no risk of harm then no further action is required (for example if papers are temporarily lost due to being incorrectly filed but are then promptly found and no disclosure has occurred or harm likely to occur).

If there is considered to be a risk of harm then:

1. The Information Commissioner's Office must be informed within 72 hours of the discovery. If we do not have all of the information by then a report should be made within the 72 hours on the basis of what is known while investigations continue: see page 4 for contact details.
2. If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, we must also inform those individuals without undue delay.
3. If necessary a number of third parties will be informed which may include:
 - a. The Methodist Church in Ireland Press Officer
 - b. Methodist Insurance;
 - c. The police;
 - d. The Circuit's solicitors.
4. Following notification we will continue to liaise and cooperate with Information Commissioner's Office.
5. All reasonable steps to mitigate the damage arising from the breach will be taken.

Follow-up

A record of all data protection breaches will be maintained regardless of whether or not notification is required.

Detailed records of the investigation will be maintained as well. Following a breach it may be necessary to consider if any of the below is required:

- Disciplinary action;
- Legal action;
- Internal review of security procedures.

Please note that, where possible, legal advice should always be sought in the case of a data breach prior to sending correspondence.