

Monitoring and Support Group Privacy Notice (Subject)

1. Why have I been given a Privacy Notice?

You have been given this privacy notice because a Monitoring and Support Group has been put in place to oversee your engagement with the Methodist Church. The 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 and criminal offence data.

2. What is personal and criminal offence data?

Personal data 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 and special category personal data such as information about sexual life, political affiliation or health. Criminal offence data includes information about allegations, proceedings and convictions. Personal, special category and criminal offence data may be processed to ensure that the Monitoring and Support Group are fully aware of your circumstances and can play a meaningful role working with you.

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 use your personal and criminal offence data to assess and manage any safeguarding risks which may be relevant to your engagement with the Methodist Church. The nature of the personal data processed about you will be name, date of birth and contact details. It will also include details of any safeguarding risks that may have been identified and records of interactions with the Monitoring and Support Group in which you take part.

4. What is the lawful basis for processing your personal, special category and criminal offence data?

- Processing is necessary in the substantive public interest for the protection of an under 18 or an over 18 at risk from neglect, physical or emotional harm - Data Protection Act 2018, Part 2 (18)
- Processing is necessary in the substantive public interest for the prevention or detection of an unlawful act - Data Protection Act 2018, Part 2 (10).
- Processing of safeguarding information is necessary to comply with a legal obligation, including Working Together to Safeguard Children (2015).

5. Sharing your personal, special category and criminal offence data

a) Within the Methodist Church

Your data will be held in confidence and will be shared only where necessary with appropriate parties within the Methodist Church to assess and manage a safeguarding risk. It is currently envisaged that personal and criminal data (**delete as appropriate**) about you and your circumstances will need to be shared with the following parties within the church during your membership of the Monitoring and Support Group: *(Delete as appropriate dependent on circumstances of the report)*

- church/circuit/district/Connexional safeguarding officers
- parties in oversight, pastoral charge or line management of any individual deemed to be a safeguarding risk

- Members of a Methodist Church Safeguarding Panel
- Members of the Monitoring and Support Group
- Those managing any complaints, discipline or employment processes relating to you which are relevant to safeguarding matters

b) With statutory agencies and other organisations

The Methodist Church will share safeguarding information with statutory agencies and other organisations including police, probation, local authority designated officers, children and adult services, as provided for by the General Data Protection Regulation and the Data Protection Act 2018. This will be in line with the principles of Working Together to Safeguard Children (2015) and Information sharing: advice for practitioners providing safeguarding services (2015). This may include referral to DBS (Vetting and Barring) or the Charity Commission where necessary.

Where any party is subject to supervision by a statutory agency, the Chair of the Monitoring and Support Group or safeguarding officer will maintain contact with that officer on a regular basis to share positive progress and any concerns that may be raised.

6. How long do we keep your personal data?

Information relating to safeguarding concerns will be retained for 75 years in compliance with the Methodist Church Safeguarding Policy, Procedure & Guidance.

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 personal data held by the Methodist Church about you;
- 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 Methodist Church to retain such data;
- 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;
- The right to know the categories of information held about you, if information has been provided by a third party.

8. Further processing

If it is necessary to process your data beyond the functions or parties outlined in this privacy notice, you will be provided with an additional privacy notice, prior to the processing, where possible. It should be noted that such a notification may be subject to delay to avoid impacting actions undertaken by statutory agencies or internal complaints, discipline or safeguarding processes.

9. Contact Details

The Data Controller in relation to safeguarding matters is the Methodist Church for Great Britain. Further contact in relation to matters relating to data protection in safeguarding:

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

conferenceoffice@methodistchurch.org.uk

Monitoring and Support Group Information Receipt

(Subject)

I, (name) confirm that on(date)

- I have been advised that due to my personal circumstances, a Monitoring and Support Group has been deemed necessary.
- I was provided with a privacy notice, which gives details of the lawful basis for processing my personal data and my data rights. It also contains information as to how my data will be stored, retained and shared.
- I am aware that my active participation in the group is voluntary but If I choose not to engage with the Group, they will still carry out monitoring of my interaction with the Church in order to protect children, young people and vulnerable adults attending activities and worship.
- I understand that I may obtain a copy of information held by the Methodist Church about me by applying to the Methodist Church of Great Britain via a Subject Access Request under the General Data Protection Regulation.
- I have been advised of the importance of informing my Monitoring and Support Group of any health, wellbeing or communication needs I may have which are relevant to my capacity to engage with the Group.
- I understand that there is a mutual expectation that all parties involved in a Monitoring and Support Group will conduct themselves at all times courteously, respectfully and appropriately, with integrity and openness.
- I agree to uphold this expectation of positive behaviour when engaging with the Group and safeguarding officers within the Methodist Church.

Please delete as appropriate:

I prefer correspondence relating to the Monitoring and Support Group to be sent by **email/ letter/ both**

I **prefer/ prefer not** to be contacted via phone in relation to arrangements for the Group

I **agree/ do not agree** that my contact details (**address/ telephone number/ email**) can be shared with the Chair and members of the Monitoring and Support Group in order to facilitate my involvement in the Church and the Group.

.....
(signed)

.....
(date)

I hereby confirm that this document was discussed in full with

.....
(countersigned)

.....
(date)