

## Safeguarding Risk Assessment Privacy Notice (Contributor)

### 1. Why have I been given a Privacy Notice?

You have been given this privacy notice as part of an invitation to contribute to a risk assessment about another party. 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, special category 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 during the course of a risk assessment, so that the assessor can undertake a full and balanced consideration of the concern in their report.

### 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 data to contribute to a risk assessment report, which will be written about another party's conduct. This will be considered by a Safeguarding Panel that will make recommendations and directions to address any safeguarding risks. We warmly welcome any additional contribution that you may wish to make to this process in writing or via contact with the risk assessor. However, even if you choose not to participate further we are required to inform you that due to the nature of the safeguarding concern, it is necessary for us to undertake this risk assessment and in so doing process data about you.

### 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 according to the Data Protection Act 2018, Part (18)
- Processing is necessary in the substantive public interest for the prevention or detection of an unlawful act according to the 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:

***(add or delete parties as required)***

- church/circuit/district/Connexional safeguarding officers
- Members of a Methodist Church Safeguarding Panel



- Those managing a complaints, discipline or employment processes relating to a person deemed to present a safeguarding risk

#### **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.

### **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](mailto:conferenceoffice@methodistchurch.org.uk)

**Connexional Safeguarding Team Risk Assessment Information Receipt**

**(Contributor)**

I, ..... (name) confirm that on ..... (date)  
I was advised that:

- A risk assessment is being undertaken by the Connexional Safeguarding Team in relation to the past/recent **(delete as appropriate)** conduct of another party.
- I have been invited to contribute to this assessment by providing a written account or by direct contact with the risk assessor.
- I have been provided with a leaflet which explains the process
- Participation in the risk assessment is voluntary. However, if I choose not to participate, the assessment will still need to be undertaken as the Church has a duty to safeguard children, young people and vulnerable adults
- The content of any discussion with the risk assessor may form part of the final report, and that any concerns I may have in relation to disclosure of personal information should be raised with the risk assessor at the time.
- I have been provided with a privacy notice, which gives details of the legal 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 may obtain a copy of information held by the Methodist Church about me via a Subject Access Request to the Methodist Church of Great Britain
- I have been offered the opportunity to access pastoral support during this process, and that I will advise Reverend \*\*\*\*\*, the District Safeguarding Officer or a member of the Connexional Safeguarding Team if I have any health, wellbeing or communication needs which are relevant to my capacity to engage with this assessment.
- During the course of the risk assessment process there is the mutual expectation that all involved parties will conduct themselves at all times courteously, respectfully and appropriately, with integrity and openness
- I understand that I will not receive a copy of the risk assessment but may receive feedback about the outcome of the process if I wish to do so.

***Please delete as appropriate:***

I **do /do not** wish to **meet with the risk assessor/provide a written submission**.

I **would/ would not** like a pastoral supporter to be nominated for me or for a relevant family member

I prefer **correspondence/no correspondence** during the process to be sent by **email/ letter/ both**

I **prefer/ prefer not** to be contacted via phone by the risk assessor and Connexional Safeguarding Team

I **agree/do not agree** that my contact details (**address/ telephone number/ email**) can be passed on to the assessor

.....  
(signed)

.....  
(date)

I hereby confirm that this document was discussed in full with .....

.....  
(countersigned)

.....  
(date)