

## DBS VERIFIER PRIVACY NOTICE

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

You have been given this privacy notice because you have offered to act as verifier for those applying for DBS certificates 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 personal data such as names, addresses and dates of birth.

#### 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 DBS verification 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 maintain a record of those who are willing to act as verifier within the Methodist Church for DBS applications
- To support the process of verification of documents as part of the DBS application
- To inform you of information and updates that may be relevant to your role as verifier.
- To share your contact details with the organisation that processes DBS applications on behalf of the Methodist Church (currently DDC) so you are able to access the online application systems for your role
- To record details of the verifier on a Connexional Safeguarding Team record for any DBS application where there is a blemish

### 3. What is the lawful basis for processing your personal data?

- Processing is being carried out with your explicit consent so that you are able to undertake the role of verifier for those who are applying for DBS certificates within the Methodist Church.
- 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, 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.

#### **4. Sharing your personal data**

Your data will be held securely and will be shared only where necessary with other members of the church or those engaging with church activities, in order to facilitate the verification process for DBS applications or for the processing of blemished DBS certificates by the Connexional Safeguarding Team. You will be informed if any further sharing of your information is deemed necessary and your consent for this will be obtained. Please complete the form below to indicate your consent in relation to the use and sharing of your personal data.

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

Records will be held for the period applicable to your role, as laid down by the policies and procedure of the Methodist Church. For blemished DBS applications or other safeguarding concerns, details of the verifier will be retained for 75 years in line with retention requirements for safeguarding records. Information about retention by DDC can be obtained via their website and is outside the remit of this privacy notice.

#### **6. Your rights and your personal data**

You have the following rights with respect to the personal data held about you relating to your role as DBS verifier: -

- The right to request a copy of the personal data 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 your personal data is erased where it is no longer necessary for the Methodist Church to retain such data
- The right to withdraw your consent to the processing at any time
- 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 Commissioners Office.

#### **7. Relevant Contacts**

The data controllers are the Methodist Church of Great Britain for all matters relating to safeguarding. If you wish to make a subject access request relating to safeguarding data held about you by the Methodist Church, it should be sent to the address below:

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

[conferenceoffice@methodistchurch.org.uk](mailto:conferenceoffice@methodistchurch.org.uk)

If you have any queries about data processing for volunteers who work with children and vulnerable adults, please contact a local minister or safeguarding officer.

## DATA PROCESSING CONSENT FORM

### DBS VERIFIER

Under the General Data Protection Regulation ('GDPR'), in order to process your personal data, the Methodist Church must obtain your explicit consent to use your information for the role of DBS verifier. Personal Data includes, but is not limited to your name, address, telephone number and email address.

Please tick all relevant boxes to indicate your consent. You may consent to all, some or none of the options listed. If you do not wish to consent to the Methodist Church using your information for the purposes listed below, then you will not be contacted further about this role.

I give my consent for **[insert name of church/circuit/district] of the Methodist Church** to use my data for the following purposes:

- To include **my name/phone number/email/address** (*delete as appropriate*) in a list of those available to undertake verifier activities for DBS applications held by **[insert name of church/circuit/district]**
- To keep me informed of information relating to my role as verifier
- To share my contact details with the organisation that undertakes DBS checks on behalf of the Methodist Church (currently DDC) to provide access to relevant IT systems to process applications
- To share my name and contact details with the Connexional Safeguarding Team, where the DBS application is blemished and further contact with me may be required to complete the process.
- To retain my details as part of a Connexional Safeguarding Team record where there is blemished application.

I consent to **[insert name of church/circuit/District]** contacting me for the above purposes by:

- Post    email    phone    SMS    social media including Facebook, Twitter

I consent to DDC contacting me for the above purposes by:

- Post    email    phone    SMS    social media including Facebook, Twitter

Please complete your details below:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

You can change your consent preferences or withdraw your consent by contacting **[insert Name, Address and Email Address of relevant officer]**.