

CONFIDENTIALITY AGREEMENT

MONITORING AND SUPPORT GROUP MEMBER

Applicability

This agreement must be signed by all members of a Monitoring and Support Group and a copy provided to the subject of the Safeguarding Contract (if requested). The District Safeguarding Officer will also retain a copy, as may the relevant member of the group. It sets out the requirements and responsibilities of those who have access to special category personal data and criminal data. This is to ensure that all parties understand their obligations.

Scope

This agreement applies to all special category personal data, criminal data and other confidential information that you have access to in your role as a member of a Monitoring and Support Group. The relevant provisions apply after you cease to belong to the Monitoring and Support Group and in the event you cease any connection with the Methodist Church.

Confidentiality Agreement

1. I undertake not to transmit, copy or disclose confidential information, special category data or criminal data to any party outside the group by any means, unless expressly authorised by the Chair of the Monitoring and Support Group and in consultation with a district or regional safeguarding officer.
2. Any disclosure of information must be in compliance with relevant legislation, guidance and the Methodist Church Safeguarding Policy and Procedures.
3. I understand that the use and disclosure of all information about living identifiable individuals is governed by the General Data Protection Regulation and Data Protection Act 2018.
4. I will not use any special category personal data, criminal data or confidential information that I acquire during my membership of the Monitoring and Support Group in any way that might be incompatible with the provisions contained in the GDPR or Data Protection Act.
5. I understand that I am required to keep all confidential information, special category personal data and criminal data securely and undertake to act in compliance with the following policies and guidance:
Methodist Church Safeguarding Policy (2018)
Methodist Church Risk Assessment Policy (2018)
Constitutional Practice & Discipline of the Methodist Church
6. I confirm I have read both the policy and guidance sections about information sharing in the Methodist Church Safeguarding Policy (2018).
7. I hereby undertake to ensure that all records provided or created in the course of my role as a member of the Monitoring and Support Group, including any back-up records, are passed back to the District Safeguarding Officer or deleted as directed, on conclusion of my role.

.....
Signature of Monitoring and Support Group Member

Date

.....
Name of Monitoring and Support Group Member

PRIVACY NOTICE MONITORING AND SUPPORT GROUP MEMBER

1. Why have I been given a Privacy Notice?

You have been given this privacy notice because you have offered to act as a member of a Monitoring and Support Group 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 your involvement in the Monitoring and Support Group.
- 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, held by the district or regional safeguarding officer of those who are participating in Monitoring and Support Groups, to facilitate your engagement with the group.
- To inform you of information and updates that may be relevant to your role.
- To process your personal data in order to support arrangements for relevant training
- To retain any information about the proceedings of the group and any contribution that you may make, as part of the district and/or Connexional Safeguarding Team record. This may include meeting minutes and other notes including your personal data

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 carry out the role of Monitoring and Support Group member
- 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 in relation to your engagement with this role. You will be informed if any further sharing of your personal data is deemed necessary and your consent for this will be obtained, if appropriate. 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?

Safeguarding records, including those relating to the proceedings of a Monitoring and Support Group will be retained for 75 years.

6. 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 your personal data which is 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

If you have any queries about data processing for Monitoring and Support Group members, please contact a local minister or safeguarding officer.

DATA PROCESSING CONSENT FORM

MONITORING AND SUPPORT GROUP MEMBER

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 Monitoring and Support Group member. 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 **[insert name of church/circuit/district]** using your information for the purposes listed below, you will not be contacted further about this role.

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

- To include **my name/phone number/email/address** (*delete as appropriate*) in records held by the district safeguarding officer of those participating in Monitoring and Support Groups to facilitate my participation in the Group
- To keep me informed of information and updates relating to the role
- To process my details in relation to any safeguarding training which I may be required or wish to undertake.
- To retain any contribution provided by me or record of my attendance at a Monitoring and Support Group activity as part of a district and/or Connexional Safeguarding Team record

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]**.