



TRINITY CHURCH

Abingdon

**(Methodist &
United Reformed)**

Conduit Road, Abingdon

OX14 1DB

Tel: 01235 520282



DATA PRIVACY STATEMENT

This privacy notice gives you information on how Trinity Church, and other parties within the Methodist Church in Great Britain collect and process your personal data, which either you provide to us or we obtain and hold about you.

This document sets out local arrangements, augmenting the Methodist Church and TMCP Managing Trustees' Privacy Notice (copies available from the Office)

1. Personal data

Personal data, or personal information, means any information about a living individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

2. How do we process your personal data?

The Trustees of Trinity Church comply with their obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the following purposes: -

- to administer membership records;
- to maintain our financial accounts and records (including the processing of gift aid);
- to provide news and information about events, activities and services at the church;
- to fundraise and promote the interests of the church;
- to manage employees and volunteers;
- to enable the church to provide voluntary services for the benefit of the public in our local community;

- to provide contact details of officers and others with specific responsibilities (eg DBS signatories) to the relevant denominational bodies.

3. Sharing personal data

Your personal data will be treated as strictly confidential, except where consent has been provided for it to appear in publications available to general members of the public, and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties with your consent.

4. Management of data

- We only collect personal data for the purpose for which it is required;
- Access to your data is limited on a 'need to know basis';
- We review the data we hold at regular intervals to ensure it is accurate and up to date;
- All records are securely destroyed once the purpose for which personal data was held has expired;
- All computers and shared storage on which personal data is held are password protected;
- Communications sent electronically which contain personal data, especially sensitive personal data, are avoided wherever possible;
- We implement reasonable and appropriate security measures against unlawful or unauthorised processing of personal data and against the accidental loss of, or damage to, personal data.

5. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which the Church holds about you (a Data Subject Access Request or 'DSAR');
- The right to request that the Trustees of Trinity Church correct 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 Trinity Church to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the Trustees provide you with your personal data and where possible, to transmit that data directly to another data controller or data processor;
- 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.

6. Further processing

If the Trustees wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

7. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Church Secretary at Trinity Church, Conduit Road, Abingdon OX14 1DB, or via email: cynbartlett@yahoo.co.uk

Or for routine, day to day data protection: Trustees for Methodist Church Purposes (TMCP)

dataprotection@tmcp.methodist.org.uk

For safeguarding matters or complaints and discipline for: The Methodist Church in Great Britain

dataprotection@methodistchurch.org.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

The Trustees
Trinity Church
Date: March 2023