

Ealing Trinity Methodist Circuit: Data Protection Statement

What data does the Circuit Office keep?

The Circuit Office holds data relating to Circuit staff and Circuit officers, Local Preachers, Worship Leaders, regular visiting preachers, church officers and others in relation to their roles in the Circuit and/or their respective churches within the Circuit.

The Circuit holds details of names, postal addresses, e-mail addresses, telephone numbers, church and office held.

How does the Circuit Office hold personal data?

Personal data is held in:

- (i) A central electronic file compiled for the purposes of communication within the Circuit and between the Circuit and church officers. This file is stored on the hard drive of the Circuit Officer computer. It is not available publically and is protected by a secure password.
- (ii) Electronic files used to compile and print the Circuit Directory. These files are stored on the hard drive of the Circuit Officer computer. They are not available publically and are protected by secure passwords.

How does the Circuit Office use personal data?

Personal data is used to facilitate communication within the Circuit, and between the Circuit, its constituent churches and the London District. The Circuit uses the data to contact individuals and groups concerning the working of the Circuit, including obtaining and circulating information in connection with the Quarterly Preaching Plan, circulation of information, informing of and inviting to meetings.

Personal data relating to members of the Circuit Meeting is submitted to the Charity Commission in order to fulfil the requirements of the Circuit's charity registration. For this purpose only members of the Circuit Meeting will be asked to provide their date of birth, although this information will not be retained once the details have been submitted to the Charity Commission.

Personal data is used to compile the Circuit Directory listing Circuit staff, Circuit officers, Local Preachers, Worship Leaders and church office holders. The directory is created and stored electronically as a 'Word' document on the hard drive of the Circuit Office computer and continuously updated throughout the year. The document is not available publically and can only be accessed via a secure password. The Circuit Directory is circulated as a hard copy document to Circuit staff, Circuit Stewards and is made available to members of the Circuit more generally via its constituent Churches. Circuit staff also receive a pdf version of the directory. The directory is not made available as a downloadable document from the Circuit website.

Amendments to the Circuit Directory may be included in the Circuit's quarterly magazine 'In-touch'. These amendments are deleted before In-touch is made available in downloadable form from the Circuit website.

Personal details for Circuit staff and Circuit officers may be passed to the London District for inclusion in the London District Directory. From 2017 new Circuit officers will be asked for their explicit consent to their details being passed to the London District for this purpose.

Telephone and e-mail contact details for Circuit staff, Circuit employees, some Circuit officers and church lettings officers are made available on the Circuit website. Postal addresses are not made available in this way. Contact details for others are only made available in connection with notices of Circuit and/or church events when those persons are nominated by the Circuit or relevant churches as contacts for more information or details of those events. It is taken that the individuals so nominated have given their consent for their details to be used in this way.

Consent

By virtue of their availability in *The Minutes of Conference* the details of ministers are deemed already to be the public domain. With regards to other people whose details are listed in the Circuit Directory, the Trustees for Methodist Church Purposes (TMCP) have advised that if published information is limited to name, office held, address, telephone number and e-mail address, such data is regarded as 'non-sensitive'.

If the data in the Circuit Directory is limited to these details, along with other 'non-sensitive data' such as committee listings, TMCP have indicated that the document can be 'published' and distributed to those named within it, including other people and organisations beyond the Methodist Church, e.g. ecumenical partners and other public bodies.

Historical data collected prior to 2017 is covered by the implied consent of the individual to whom it pertains. All data collected from 2017 onwards is covered by the explicit consent of the individual to whom it pertains.

Individuals may withdraw their consent for the Circuit to hold and use their data at any time by contacting the Circuit Office.

Ealing Trinity Methodist Circuit

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Ealing Trinity Methodist Circuit is a registered charity. Charity No. 1134040