Vale of Aylesbury Methodist Circuit

Website: http://www.aylesburyvale.org.uk/

Subject: Data Protection.

The TRUSTEES for METHODIST CHURCH PURPOSES (TMCP) is the **Data Controller** for Local Churches, Circuits & Districts under the Provisions of the Data Protection Act.
The various parts of the Methodist Church in Great Britain are **Data Users**.
CPD Vol.2 states in Para 019: Data Protection.
(1) All connexional, district, circuit, local and other Methodist bodies, and all societies, institutions and other organizations subsidiary or ancillary to the Methodist Church **shall comply** with the Data Protection Acts for the time being in force and with any regulations or orders made or having effect under such legislation.

The *General Data Protection Regulation* comes into force on 25 May 2018, as Data Users we will need to be fully compliant as from 1st September 2018 when we aim to publish an updated addition of the Circuit Directory.

The essential change in the regulations is that where we hold sensitive data on an identifiable individual they must have given their permission for their details to be included.

It will be essential that everyone one knows;

1. how data is recorded
2. what data is recorded
3. where the data is held
4. what use may be made of that data
5. how they can inspect and amend that data
6. how to have that data deleted
7. how to complain if data is misused

More detail can be found in the DATA PROTECTION Guidance Notes published by TMCP which can be downloaded from https://www.tmcp.org.uk/kcfinder-uploads/files/data-protection.pdf or obtained as a hard copy from the AMC Office.

In the Vale of Aylesbury Circuit, the **Data Base on the Circuit Website** includes virtually all members who have an official church or Circuit appointment as listed in the **Directory**, in most cases we hold the following data:
1. Title (Rev, Mr, Mrs, etc……)
2. Full name
3. Sex
4. Address
5. Tel. Nos.
6. Email address if known
7. **Personal and sensitive data.**
   In addition each person can be assigned to any number of groups which by implication shows them to be:
   a) a Member of the Methodist Church,
   b) the church at which they are recorded as a member
   c) an Officer in a church or the Circuit. e.g. Steward, Local Preacher, Secretary etc.
   d) a Visiting Preacher
   e)

What is this Data used for?
      a) for communication purposes within this Circuit
      b) to facilitate the construction of the Circuit Preaching Plan.

How can that data be checked or challenged?
      Any member can ask to see their profile which can be provide as a .pdf document.
      Most members who have 'Cloud Access' can see the People and Groups on the Data Base.
      Members who have no access to the Circuit Website can obtain their records on application to their Minister, Church Stewards or Secretaries who can access the information or request it from the Website Manager.
      Concerns about the data can be raised with the Website Manager via the CONTACT page.

The Circuit Directory is accessible on the Website to all members of the Circuit Meeting as a downloadable .pdf copy. It is also available as a hard copy, for those who need one, on application to the AMC Office.

Exactly how we obtain the necessary consents is still to be decided as TMCP have yet to publish their guidance on this. It may be necessary to obtain separate consents for each list on which an individual may appear but hopefully individuals will be able to give a 'blanket' permission that will cover all Circuit & Church lists and publications.

Each Church will need to ensure that any lists they or Leaders of Organisations hold are compliant with the regulations. e.g. Lists of Local Managing Trustees.

 Quote from TMCP's paper on Do's & Don't's:

Be safe; if you're not sure ask for advice.	Don't assume that data protection doesn't matter – IT DOES.

For Further information go to:

https://www.tmcp.org.uk/about/data-protection

Or: http://www.aylesburyvale.org.uk/publications.html

Or: http://www.aylesburyvale.org.uk/cloud/ Cloud Users only can login and go to the

DATA PROTECTION folder by clicking on DOCUMENTS