

The Methodist Church, Sutton Circuit

Data Protection Policy Notice

Personal Data

The General Data Protection Regulations, which came into force on 25th May 2018, place a requirement on organisations to inform those whose personal data are held of:

- the conditions under which the data are held,
- the purposes for which the data are held and used
- their legal rights in relation to the data held

The Sutton Methodist Circuit maintains data bases containing contact details and other necessary information (eg training and authorisation records) for those who hold positions within the Circuit. These include:

- Circuit Staff
- Supernumeraries and Ministers residing in the Circuit
- Circuit Officers
- Circuit Meeting Members
- Local Preachers and Worship Leaders

The Circuit also holds contact data for some members of circuit churches which have been necessarily shared with the Circuit under the terms of the churches' data policies.

The information is held securely by the Circuit Administrator but may be shared with Circuit Staff and Officers as required for the business of the Circuit. The information is used solely for Circuit purposes and is not shared with third parties other than when required by the Methodist District or Connexion or statutory authorities. The conditions under which the information is held and processed are governed by the **Methodist Managing Trustees Privacy Notice**, which may be viewed on the Trustees for Methodist Church Purposes (TMCP) web-site or by using the following link.

<https://www.tmcp.org.uk/about/data-protection/managing-trustees-privacy-notice>

Circuit Plan

The contact details published in the quarterly Circuit Plan are compiled from data held by the Circuit Administrator under the terms described above. Specific consent for publication is required from those individuals whose details are included. This consent is recorded.

The full plan (as distinct from the service plan) is circulated only to Sutton Circuit ministers, Circuit Stewards, supernumeraries and ministers residing or working in the circuit, Sutton Circuit local preachers, the Chair of District and the Senior Steward of each church in the circuit.

The full plan must not be displayed in churches and not made generally available by any other means. It will not be published on the Circuit web-site.

Senior Stewards may copy the full plan only to those in their church with a 'need to know' and to visiting preachers invited by their church. Those receiving copies must be made aware of the data protection policy relating to the full plan.