

Privacy and cookie policy

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that 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 Regulations (2018) and subsequent additional legislation.

2. Who are we?

The Wesley Memorial Methodist Church is the data controller, and the Minister of the Wesley Memorial Methodist Church is responsible for implementation of legal obligations (contact details at the end of this notice). This means they decide how your personal data is processed and for what purposes. The Minister may change this policy from time to time and any such changes will be published on our website. Not with standing any change to this policy, we will continue to process your personal data in accordance with your rights and our obligations in law.

3. How do we process your personal data?

We collect data necessary for the Wesley Memorial Methodist Church to pursue its stated charitable objectives, and by running events, maintaining memberships, keep our members and supporters informed of our activities, marketing, fundraising and the effective running of the Wesley Memorial Methodist Church through its staff, trustees and volunteers.

In furtherance of this we use your personal data, which includes but is not limited to the following purposes: -

- To maintain and update lists of officers and groups that are part of the Wesley Memorial Methodist Church.
- Administrative support to committees and other bodies in the Wesley Memorial Methodist Church.
- Recruitment to appointments and volunteer posts in the Wesley Memorial Methodist Church.
- Safeguarding matters
- Conference/events management
- Issuing and arranging the distribution of publications, mailings and newsletters
- Communication with existing/new/potential supporters of the Wesley Memorial Methodist Church about enquiries relating to giving to/fundraising on behalf and promoting the interests of the Wesley Memorial Methodist Church.
- Administration and support for users of IT resources as well as online applications serviced by the Wesley Memorial Methodist Church.
- Financial services:
 - Payment of expenses/invoices
 - Administering income

- Fulfilling obligations under Health & Safety legislation
- Training course administration
- Archiving for research purposes
- To respond to general enquiries

Data collected and processed may include, but not be limited to:

- name and title
- contact information including email address, home address, telephone number(s) and birthday
- demographic information such as postcode, preferences and interests
- Sensitive data [1] may be collected where necessary for safeguarding purposes, or upon application to become a minister or to hold an office in the Methodist Church, or for employment purposes, or where required by law.

4. What is the legal basis for processing your personal data?

Organisations are permitted to process data if they have a legal basis for doing so. The Wesley Memorial Methodist Church processes data on the basis that:

- The Wesley Memorial Methodist Church has a legitimate interest to process data; and/or
- Express and informed consent has been given by the person whose data is being processed; and/or
- It is necessary in relation to a contract or agreement which the person has entered into or because the person has asked for something to be done so they can enter into a contract or agreement; and/or
- There is a legal obligation on the Wesley Memorial Methodist Church to process data; and/or
- Processing is necessary to protect the vital interests of a data subject or another person (in accordance with safeguarding policy and practice).

Where we process special category sensitive data (under Article 9 of the GDPR) we process data on the basis that:

- Explicit consent has been given by the person whose data is being processed; and/or
- It is necessary for Wesley Memorial Methodist Church to carrying out its obligations under employment, social security or social protection law, or a collective agreement; and/or
- Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent; (in accordance with safeguarding policy and practice); and/or
- The Wesley Memorial Methodist Church is a membership organisation and the processing relates only to members or former members or those who have regular contact with it in connection with its purposes, and no disclosure is made

to a third party without consent of the person whose data is being processed;
and/or

- Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes.

5. Sharing your personal data

Your data will not be shared outside of the Wesley Memorial Methodist Church, except where required to do so by law, or with trusted third parties where necessary to communicate with our members, office holders and volunteers (such as mailing companies for postal communications or through small email campaigns or newsletters), and only once satisfied that any such use of data will accord with this policy. Explicit, informed consent will be sought from individuals whenever and wherever required in accordance with data protection legislation.

6. Security

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the data we process. Users of our web-based applications are responsible for keeping passwords confidential. We will only ask users for passwords for IT support purposes.

7. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the Connexional Team Retention Schedules, which incorporates statutory retention periods. The Schedules can be viewed at www.methodist.org.uk

We regularly review the data we hold and securely delete any personal data that is no longer necessary for us to process.

8. Web browsing and cookies

What is a cookie?

A cookie is a small file that we send to your computer or other device that is accessing the Wesley Memorial Methodist Church website and that we can then access when you visit the Wesley Memorial Methodist Church website again in the future. By sending cookies like this we are able to offer you an improved user experience when using the Wesley Memorial Methodist Church website.

Does the Wesley Memorial Methodist Church website set cookies?

Yes, we currently use cookies on this website to count the numbers of visitors and understand how to serve our visitors and members better. When you use the Wesley Memorial Methodist Church website, a small number of cookies are set.

What cookies are set?

The Wesley Memorial Methodist Church website current sets the following cookies:

Google Analytics (__utma, __utmb, __utmc, __utmv, __utmz): We use Google Analytics to monitor and analyse how our site is working, which areas are most popular and a number of quality indicators. Google Analytics generates anonymous statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at: <http://www.google.com/privacypolicy.html>

Additional cookies may sometimes be set by third-party services used through the Wesley Memorial Methodist Church website. These include but are not necessarily limited to Google, Twitter, YouTube and Facebook.

None of the cookies above contain any personal data or information that could be used to identify you personally. Their purpose is solely to improve the functionality and quality of service of the Wesley Memorial Methodist Church website.

Can I disable the cookies?

Yes. Most browsers allow you to refuse to accept cookies. This choice will, however, have a negative impact upon the usability of many websites.

Most browser companies provide instructions on disabling cookies on their websites. You can learn more about cookies and how to disable them at AboutCookies.org

9. 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 your personal data which the Minister of the Wesley Memorial Methodist Church holds about you;
- The right to request that the Minister of the Wesley Memorial 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 Minister of the Wesley Memorial Methodist Church to retain such data. (Records will remain in skeleton, to ensure no further contact in future);
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- 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, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of*

a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]

- The right to lodge a complaint with the Information Commissioners Office.

11. Further processing

If we 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.

12. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Minister of the Wesley Memorial Methodist Church, Rev Huw Sperring, Nether House, Shields Road, Heworth, NE10 0UY, UK. Tel:0191 469 2788.

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.

[1] Article 9 GDPR defines sensitive data as information about an individual's race, ethnic origin, politics, religion, trade union membership, genetics, biometrics (where used for ID purposes), health, sex life, or sexual orientation