

Data Protection Guidance for North Kent Methodist Church on-line access

This is summary of the how the UK Data Protection is most likely to apply to Methodist Churches, ministers and church organisations. It is based on the MCP data protection policy

(<https://www.tmcp.org.uk/kcfinder-uploads/files/data-protection-policy.pdf>) and The Methodist Church Privacy Policy (<https://www.methodist.org.uk/privacy-and-cookie-policy>)

These documents should be consulted for full details.

Words in italics are quoted from the TMCP data protection policy

- *The Methodist Church holds personal information about its members, volunteers, ministers, staff, supporters, third party users and others in order to:*
 - *Fulfil the Methodist Church's calling and more specifically to:*
 - *Respond to the gospel of God's love in Christ through Worship, Learning and Caring, Service and Evangelism as expressed in Our Calling*
 - *Provide pastoral support and care to its members*
- *Further the purposes of the Methodist Church as defined in s.4 of the Methodist Church Act 1976*
- *Provide activities and support for its members and the wider community*
- *Fulfil the Church's responsibilities to safeguard young people and vulnerable adults including safely recruiting and training volunteers and employees*
- *Fulfil its obligations and due diligence as an employer*
- *Enable the Church to fulfil the obligations placed on it under statute such as taxation and gift aid requirements and landlord and tenant obligations.*

*The Methodist Church is committed to ensuring that **personal data** is adequate, relevant and limited to what is necessary in relation to the purposes for which it is **processed**. You will only collect **personal data** that you require for a specific task (relevant and necessary data). You will not collect more information than you actually need (not collect excessive data).*

*You must ensure that when **personal data** is no longer needed for specified purposes, it is deleted or anonymised in accordance with the Methodist Church's guidelines on data retention.*

*a) only people who have a need to know and are authorised to use the **personal data** can access it*

In particular those who have access to the Chrestos data-base are:

- Ministers
- Chaplains
- Lay Staff
- Circuit Stewards
- Local Preachers & Worship Leaders
- Senior steward from each church (or their nominee)
- Anyone else nominated by a Superintendent

All data held on Chrestos is held for one of the legitimate purposes as identified above and as such does not necessarily need individual's permission.

In addition all those we hold data on, of whatever nature, have a reasonable expectation that we treat this data with respect and confidentiality. For this reason personal telephone numbers and email addresses will not be used on public pages of NKMC web site (unless at the explicit request of the owner). Contact and other information found in the cloud should be regarded as confidential within the Church.

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