



Privacy Notice (Data Protection Policy) – Widmore Methodist Circuit

1. Who We Are

Widmore Methodist Circuit is part of the Methodist Church in Great Britain. We are committed to respecting your privacy and protecting your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

For the purposes of data protection law, Widmore Methodist Circuit acts as a **Data Controller** for the personal data we process.

2. What Personal Data We Collect and Why

In the course of our work as a church, we may collect and process personal data, including:

- **Contact details** (name, address, telephone number, email address)
To keep in touch with you regarding church life, services, events, and pastoral matters.
- **Church membership and participation information**
To administer membership, rotas, groups, and the organisation of the Circuit.
- **Pastoral and sensitive personal data**
To provide appropriate pastoral support. This is handled with particular care and confidentiality.
- **Financial information** (including donations and Gift Aid details)
To administer giving and comply with HMRC requirements.
- **Safeguarding information**
To fulfil our duty of care and comply with Methodist Church safeguarding policies.

We process personal data on the basis of **legitimate interests**, **legal obligation**, and, where appropriate, **consent**, in line with Methodist Church guidance.

3. How We Store and Protect Your Data

Widmore Methodist Circuit takes appropriate steps to ensure personal data is kept secure:

- Electronic records are held on password-protected systems
- Paper records are kept in secure, locked storage
- Access is restricted to ministers, stewards, and authorised officers who need the information
- We follow Methodist Church guidance on confidentiality and data handling

We take reasonable measures to prevent loss, misuse, or unauthorised access to personal data.

4. How Long We Keep Your Data

We retain personal data only for as long as necessary and in line with Methodist Church retention guidance:



- **Membership and contact records:** kept while you are part of the Circuit and for a reasonable period afterwards
- **Financial records (including Gift Aid):** retained for up to 7 years to meet legal requirements
- **Safeguarding records:** retained in accordance with Methodist Church safeguarding policies
- **Pastoral records:** kept only as long as is appropriate for pastoral care

Data is securely disposed of when no longer required.

5. Sharing Your Information

We may share data within the Methodist Church where necessary, including with:

- Circuit and District officers
- The Methodist Church Connexional Team
- HMRC (for Gift Aid purposes)

We do not share your data with third parties for marketing purposes.

6. Your Rights

Under data protection law, you have the right to:

- Request access to the personal data we hold about you
 - Request correction of inaccurate data
 - Request erasure of your data where appropriate
 - Restrict or object to processing
 - Withdraw consent where processing is based on consent
 - Lodge a complaint with the Information Commissioner's Office (ICO)
-

7. How to Contact Us

If you have any questions or wish to exercise your rights, please contact:

Widmore Methodist Circuit Office

Circuit Administrator

c/o Petts Wood Methodist Church, Corner of Queensway/Lakeswood Road, Petts Wood, BR5 1BJ

widmorecircuit@gmail.com

07835 809967

8. Further Information

You can find further guidance on data protection within the Methodist Church at: <https://www.methodist.org.uk>

9. Policy Review

This Privacy Notice will be reviewed regularly in accordance with Methodist Church guidance and legal requirements.