

## Priory Methodist church Privacy Notice

### Purposes for which we will use your personal data

<b>Purpose/Activity</b>	<b>Type of data</b> Please refer to Section 2 for confirmation of what details these categories of data include	<b>Lawful basis for processing including basis of legitimate interest</b>
<p><b>Contact</b></p> <p>To publicise details of ministers, officeholders, relevant employees and other volunteers.</p>	<p>(a) Contact (b) Identity (c) Member and Group</p>	<p>(a) Necessary for our legitimate interests (to operate as a Church, further Mission and enable third parties to contact relevant office holders)</p> <p>(b) Consent (where information about you is made public to third parties and you are not a minister, probationer or office holder when we will rely on legitimate interests)</p>
<p><b>Contact</b></p> <p>To notify you (and make suggestions and recommendations to you) about Church services, activities and events that may be of interest to you or which you have signed up to and to provide news on Church events.</p> <p>Also see “targeted marketing and fundraising”</p>	<p>(a) Contact (b) Identity (c) Image (d) Marketing and Communications (e) Member and Group (f) Parental Contact (g) Technical</p>	<p>(a) Necessary for our legitimate interests (to fulfil the calling of the Methodist Church in Great Britain, grow our Church (further Mission) by engaging with current and prospective supporters of the Church, developing the worship, activities and events available) and general fundraising (in all cases in respect of individuals who have a continuing relationship with the Church))</p> <p>(b) Consent (where there is no continuing relationship with the Church and in the case of direct marketing when we cannot rely on legitimate interests as described above and contact you by any electronic form of communication and/or telephone where you are registered with the telephone preference service).</p>
<p><b>Lists</b></p> <p>To keep and maintain records of:</p> <p>(a) members, adherents, participants in and attendees to Church groups and events and parental contact information</p> <p>(b) office holders, employees, volunteers and ministers</p> <p>(c) individuals within the pastoral care of a Local Church e.g. those on the community roll maintained under SO 054</p>	<p>(a) Contact (b) Identity (c) Member and Group (d) Parental Contact</p>	<p>(a) Necessary for our legitimate interests (to operate as a membership organisation, keep our records updated, study how our membership changes over time, identify the needs of the communities in which we operate and support our members)</p> <p>(b) Performance of a contract with you</p>
<p><b>Pastoral</b></p> <p>To keep and maintain pastoral records and</p> <p>To keep and maintain contact information and administrative records for you where there is no continuing relationship with the Church</p>	<p>(a) Contact (b) Identity (c) Member and Group (d) Pastoral Data (e) Special Category</p>	<p>(a) Necessary for our legitimate interests (for supporting our members and the communities we work in to enable us to fulfil the calling of the Methodist Church in Great Britain where there is a continuing relationship with the Church)</p> <p>(b) Consent (where there is no continuing relationship with the Church)</p>

e.g. contact details to allow pastoral visitors to see you or send you greetings cards.		
<b>Pastoral</b> To include your details in prayer requests and notify you about prayer requests and other news that church members, volunteers and those in regular contact with the Church wish to share with you.	(a) Contact (b) Identity (c) Member and Group (d) Pastoral Data (e) Special Category e.g. health information	(a) Necessary for our legitimate interests (for supporting our members and the communities we work in to enable us to fulfil the calling of the Methodist Church in Great Britain) where there is a continuing relationship with the Church. (b) Consent (where there is no continuing relationship with the Church)
<b>Record keeping</b> To keep and maintain records of baptisms, confirmation, marriage and funeral records.	(a) Contact (b) Identity (c) Official Records	(a) Necessary for our legitimate interests (for keeping official records of those who have been baptized, confirmed, received into membership, wish to be married or whose funerals take place and visitors to church premises, running our charity and providing support to members and the communities in which we operate at different times of their relationship with the Church where there is a continuing relationship with the Church) (b) Necessary to comply with a legal obligation (c) Consent (where there is no continuing relationship with the Church)
<b>Administration</b> To administer our charity including planning services, where ministers and lay preachers will preach, managing and maintaining church premises, keeping accounts and tax records including Gift Aid, taking audits and recording decisions reached at meetings.	(a) Administrative (b) Contact (c) Identity (d) Financial (e) Member and Group (f) Tax (g) Technical	(a) Necessary for our legitimate interests (for running our charity, fulfilling our obligations under charity law, complying with the Constitution Practice and Discipline of the Methodist Church and providing of support to members and the communities in which we operate) (b) Performance of a contract with you (c) Necessary to comply with a legal obligation
<b>Administration</b> To administer, run and protect our Local Websites (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	(a) Administrative (b) Contact Identity (c) Member and Group (e) Technical	Details provided in relevant Local Website privacy notices.
<b>Administration</b> To manage and administer third party use of our premises including room bookings, licences, leases and residential tenancy agreements	(a) Administrative (b) Contact (c) Identity (c) Financial (d) Member and Group (e) Special Category (e.g. right to rent under the Immigration Act)	(a) Necessary for our legitimate interests (for running our premises and fulfilling our obligations as charity trustees) (b) Performance of a contract with you (c) Necessary to comply with a legal obligation

	(f) Tax (g) Transaction	
<b>Employment</b> To administer applications for job vacancies and administer and manage our relationship with our employees.	(a) Contact (b) Identity (c) Employment (d) Financial (e) Special Category (e.g. right to rent under the Immigration Act) (f) Tax	(a) Necessary for our legitimate interests (for running our charity, fulfilling employer responsibilities and looking after our employees) (b) Performance of a contract with you (c) necessary to comply with a legal obligation
<b>Safeguarding</b> To record and maintain safeguarding records, self-declarations, incident reports, and carry out volunteer checks and Disclosure and Barring Service (DBS) checks.	(a) Contact (b) Identity (c) Employment (d) Special Category	(a) Necessary for our legitimate interests (for ensuring and demonstrating compliance with Safeguarding Policy and Practice to protect children, young people and vulnerable adults within our Local Churches, Circuits and Districts) (b) Performance of a contract with you (c) Necessary to comply with a legal obligation (d) Needed in the public interest
<b>Security</b> To record and use images.	(a) Image (b) Identity	(a) Necessary for our legitimate interests (to keep church premises and our members, ministers, volunteers, employees and third parties secure)
<b>Targeted marketing/fundraising</b> To contact you personally about specific fundraising activities/ initiatives and/or with targeted marketing material.  e.g. where we contact you personally/ target you with a request for a donation to Local Church, Circuit or District funds	(a) Contact (b) Identity (c) Marketing and Communications (d) Member and Group	Consent