

# ST AUSTELL METHODIST CIRCUIT

Registered Charity No. 1141712

## PRIVACY POLICY

**New regulations about data protection come into force on 25<sup>th</sup> May 2018.** Information such as names, addresses, dates of birth, email addresses and phone numbers can all be described as ‘personal data’. In the St Austell Methodist Circuit we handle personal data regularly through paper and electronic lists, email and other forms of communication, and record information about Circuit office holders, Local Preachers, Worship Leaders, office holders in chapels, and others.

**From 25<sup>th</sup> May, 2018 it is a legal requirement for the St Austell Methodist Circuit to have a person’s consent for the personal data it holds.** The purpose of this document is to explain this and in doing so to make clear what the Circuit is going to do with the information it holds.

**Contact details** – the Circuit clearly needs to store the names, addresses and phone number and/or email addresses for all the above and other volunteers. (It also needs dates of birth to register Trustees with the Charity Commission, but they are not otherwise needed).

**Storage of data** – personal data relating to Trustees of the Circuit is available on the Charity Commission website. However, it is still important to have their consent for how their data is used and stored by the Circuit otherwise. The Circuit administrative staff keep the personal data of Trustees and the personal data of all office holders on password-protected computers or on hard copy in locked boxes or cupboards. Data is also shared with other Circuit staff so that they can contact people about meetings and, for example, send them minutes of meetings. The names of relevant people also appear in the Circuit Directory and Plan.

**How long will we keep data and what happens if we lose it?** Personal data will be deleted when office holders or other volunteers cease in their roles. However, they will then be given the opportunity to consent to their names and addresses being on mailing lists so that they can still receive information and news. People have a right to know about what personal data we hold about them and, if they request it, to receive a hard copy of this information at any time. We have to report it to the Information Commissioner’s Office if we should lose or mislay data for any reason.

**Thank you for your patience in reading this and, in anticipation, for contacting the Circuit Administrator to give your consent to the Circuit storing your data as described above or signing the accompanying consent form and passing or posting it her.**

**Debbie Eade, Circuit Administrator**

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