**Confidentiality Agreement**

**Monitoring and Support Group Member**

**Applicability**

This agreement must be signed by all members of a Monitoring and Support Group and a copy provided to the subject of the Safeguarding Contract (if requested). The District Safeguarding Officer will also retain a copy, as may the relevant member of the group. It sets out the requirements and responsibilities of those who have access to special category personal data and criminal data. This is to ensure that all parties understand their obligations.

**Scope**

This agreement applies to all special category personal data, criminal data and other confidential information that you have access to in your role as a member of a Monitoring and Support Group. The relevant provisions apply after you cease to belong to the Monitoring and Support Group and in the event you cease any connection with the Methodist Church.

**Confidentiality Agreement**

1. I undertake not to transmit, copy or disclose confidential information, special category data or criminal data to any party outside the group by any means, unless expressly authorised by the Chair of the Monitoring and Support Group and in consultation with a district or regional safeguarding officer.
2. Any disclosure of information must be in compliance with relevant legislation, guidance and the Methodist Church Safeguarding Policy, Procedures and Guidance.
3. I understand that the use and disclosure of all information about living identifiable individuals is governed by the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.
4. I will not use any special category personal data, criminal data or confidential information that I acquire during my membership of the Monitoring and Support Group in any way that might be incompatible with the provisions contained in the UK GDPR or Data Protection Act.
5. I understand that I am required to keep all confidential information, special category personal data and criminal data secure and undertake to act in compliance with the following policies and guidance:
* Methodist Church Safeguarding Policy
* Methodist Church Risk Assessment Policy
* Methodist Church Privacy Notice
* Constitutional Practice & Discipline of the Methodist Church.
1. I confirm I have read the above and in particular, the policy and guidance sections about information sharing in the Methodist Church Safeguarding Policy, Procedures and Guidance .
2. I hereby undertake to ensure that all records provided or created in the course of my role as a member of the Monitoring and Support Group, including any back-up records, are returned to the District Safeguarding Officer or deleted as directed, on conclusion of my role.
3. This Agreement is governed by, and is to be construed in accordance with, English law. The English Courts will have exclusive jurisdiction to deal with any dispute which has arisen or may arise out of, or in connection with, this Agreement.
4. Neither this Agreement nor the supply of any information grants the recipient any licence, interest or right in respect of any intellectual property, which remains that of the Methodist Church in Great Britain.

…………………………………………………….

Signature of Monitoring and Support Group Member Date

…………………………………………………….

Name of Monitoring and Support Group Member





**Personal Data Processing Statement**

**Monitoring and Support Group Member**

1. **Why have I been given a Personal Data Processing Statement?**

You have been given this **Personal Data Processing Statement** because you have offered to act as a member of a Monitoring and Support Group within the Methodist Church. The Methodist Church is committed to the protection of your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This statement will inform you our Privacy Notice, which explains how the Methodist Church in Great Britain collects, uses and protects your personal information. It also provides information about your rights (paragraph 9 of the Privacy Notice) and who to contact (paragraph 1 of the Privacy Notice) if you have any questions about how we use your information. You can find our Privacy Notice online [Privacy notice (methodist.org.uk)](https://www.methodist.org.uk/privacy-notice/) . Our Privacy notice outlines the lawful basis that we will process your data but please also see Annex 3 of our Privacy notice which outlines additional reasons specific to safeguarding.

1. **What is personal data?**

This is information, which indirectly or directly allows you to be identified via circumstances or specific details. It may include data such as names, addresses and dates of birth.

**How do we process your data?**

In compliance with the UK GDPR and our Privacy Notice, the Methodist Church makes the following commitments about the processing of your data:

* Information will not be processed beyond what is necessary for your involvement in the Monitoring and Support Group.
* Data about you will be kept up-to-date and records amended to address factual inaccuracies as soon as possible.
* We will store information securely, with the use of sufficient measures to protect your data from unauthorised access, loss or misuse.
* We will destroy data that is no longer required in a safe and appropriate manner.

However, please see our Privacy Notice and Annex 3 in particular for full information as to how your data is processed.

If you have any queries about data processing for Monitoring and Support Group members, please contact a local minister or safeguarding officer or the appropriate data protection officer as outlined in our Privacy Notice, which can be found at [Privacy notice (methodist.org.uk)](https://www.methodist.org.uk/privacy-notice/)