**Monitoring and Support Group**

**Personal Data Processing Statement**

**(Subject)**

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

You have been given this personal data processing statement because a Monitoring and Support Group has been put in place to oversee your engagement with the Methodist Church. The 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 of 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 at [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 and criminal offence data?**

Personal data is information, which indirectly or directly allows you to be identified via circumstances or specific details. It may include personal data such as names, addresses and dates of birth and special category personal data such as information about sexual life, political affiliation or health. Criminal offence data includes information about allegations, proceedings and convictions. Personal, special category and criminal offence data may be processed to ensure that the Monitoring and Support Group are fully aware of your circumstances and can play a meaningful role working with you.

1. **How do we process your data?**

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

* Information will not be processed beyond what is necessary for the safeguarding process.
* 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/)

**Monitoring and Support Group Information Receipt**

**(Subject)**

I, ……………………………………………………. *(name)* confirm that on …………………………*(date)*

* I have been advised that due to my personal circumstances, a Monitoring and Support Group has been deemed necessary.
* I was provided with a **Personal Data Processing Statement**, which advised me of the Privacy Notice, which gives details of the lawful basis for processing my personal data and my data rights. It also contains information as to how my data will be stored, retained and shared.
* I am aware that my active participation in the group is voluntary but If I choose not to engage with the Group, they will still carry out monitoring of my interaction with the Church in order to protect children, young people and vulnerable adults attending activities and worship.

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* I understand that I may obtain a copy of information held by the Methodist Church about me by applying to the Methodist Church of Great Britain via a Subject Access Request under the UK General Data Protection Regulation.
* I have been advised of the importance of informing my Monitoring and Support Group of any health, wellbeing or communication needs I may have which are relevant to my capacity to engage with the Group.
* I understand that there is a mutual expectation that all parties involved in a Monitoring and Support Group will conduct themselves at all times courteously, respectfully and appropriately, with integrity and openness.
* I agree to uphold this expectation of positive behaviour when engaging with the Group and safeguarding officers within the Methodist Church.

***Please delete as appropriate:***

I prefer correspondence relating to the Monitoring and Support Group to be sent by **email/ letter/ both**

I **prefer/ prefer not** to be contacted via phone in relation to arrangements for the Group

I **agree/ do not agree** that my contact details **(address/ telephone number/ email)** can be shared with the Chair and members of the Monitoring and Support Group in order to facilitate my involvement in the Church and the Group.

…………………………………………… ……………………………

*(signed) (date)*

I hereby confirm that this document was discussed in full with ………………………………..

*…………………………………………... ……………………………*

*(countersigned) (date)*