

**Safeguarding Risk Assessment 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 the Methodist Church has received information about you from another source that suggests that there may be a safeguarding concern relevant to 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 in the course of carrying out a risk assessment, so that the assessor can undertake a full and balanced consideration of the concern in their report.

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.

We use your personal and criminal offence data to assess and manage any safeguarding risks identified which may be relevant to your engagement with the Methodist Church or the involvement of any other party about whom you have provided information. This may include making further inquiries, risk assessment or putting safeguarding measures in place to ensure the safety of those engaging with the organisation.

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 in respect of Risk Assessments, please contact a safeguarding officer or the appropriate data protection officer as outlined in our Privacy Notice, which is located at [Privacy notice (methodist.org.uk)](https://www.methodist.org.uk/privacy-notice/)

**Risk Assessment Information Receipt**

**(Subject)**

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

I was provided with a letter outlining the following information:

* The reason for the risk assessment and the nature of the process
* That participation in any discussion in relation to the risk assessment is voluntary. However, if I choose not to participate, the assessment will still need to be undertaken and may result in the amendment, removal or addition of safeguarding measures in relation to my activities within the Methodist Church.
* That the content of any discussion with the risk assessor may form part of the final report, and that any concerns I may have in relation to disclosure of personal information should be raised with the risk assessor at the time.
* I have been provided with a **Personal Data Processing Statement**, which advised me of the Privacy Notice, which gives details of the legal basis for processing my personal data, my data rights. It also contains information as to how my data will be stored, retained and shared.

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* That I may obtain a copy of information held by the Methodist Church about me by applying to the Trustees for Methodist Church Purposes via a Subject Access Request under the UK General Data Protection Regulation.
* That I have been offered the opportunity to access pastoral support during this process, and that I will advise Reverend \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* of any health, wellbeing or communication needs I may have which are relevant to my capacity to engage with this assessment.
* During the course of the risk assessment process there is the mutual expectation that all involved parties will conduct themselves at all times courteously, respectfully and appropriately, and with integrity, honesty and openness

***Please delete as appropriate:***

I **would/ would not** like a pastoral supporter to be nominated for me or for a relevant family member

OR

I have identified my own pastoral supporter

I prefer correspondence during the process to be sent by **email/ letter/ both**

I **prefer/ prefer not** to be contacted via phone by the risk assessor and Connexional Safeguarding Team

I **agree/ do not agree** to meeting with the risk assessor. If meeting with the assessor, I would prefer this to take place in my **home/ external location** e.g. local church

I **agree/ do not agree** that my contact details **(address/ telephone number/ email)** can be passed on to the assessor

…………………………………………… ……………………………

*(signed) (date)*

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

*…………………………………………... ……………………………*

*(countersigned) (date)*