

**Safeguarding Concern Personal Data Processing Statement**

**(Contributor or Reporting person)**

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

You have been given this personal data processing statement because you have provided information about yourself and/or others that indicates that there may be a safeguarding concern known to you or 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 notice will inform you of your rights and provide information about how we hold and use your personal and criminal offence data.

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. Both personal, special category and criminal offence data may be processed in the course of responding to a safeguarding concern.

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 personal data and criminal data to assess and manage any safeguarding risks 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 Safeguarding, 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/)

**Safeguarding Concern Information Receipt**

**(Contributor/Reporting person)**

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

* 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 and 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 Methodist Church of Great Britain via a Subject Access Request under the UK General Data Protection Regulation.
* That I have been offered the opportunity to access pastoral support and that I will advise a safeguarding officer or minister in pastoral charge.

***Please delete as appropriate:***

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

I prefer correspondence about the safeguarding concern to be sent by **email/ letter/ both**

I **prefer/ prefer not** to be contacted via phone about the safeguarding concern.

…………………………………………… ……………………………

*(signed) (date)*