**Safeguarding Risk Assessment**

**Personal Data Processing Statement (Contributor)**

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

You have been given this personal data processing statement as part of an invitation to contribute to a risk assessment about another party. 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 of your rights and provide information about how we hold and use your personal data.

1. **What is personal, special category 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 during the course of 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 will use your data to contribute to a risk assessment report, which will be written about another party’s conduct. This will be considered by a Safeguarding Panel that will make recommendations and directions to address any safeguarding risks. We warmly welcome any additional contribution that you may wish to make to this process in writing or via contact with the risk assessor. However, even if you choose not to participate further we are required to inform you that due to the nature of the safeguarding concern, it is necessary for us to undertake this risk assessment and in so doing process data about you.

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/)

**Connexional Safeguarding Team Risk Assessment Information Receipt**

**(Contributor)**

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

I was advised that:

* A risk assessment is being undertaken by the Connexional Safeguarding Team in relation to the past/recent **(delete as appropriate)** conduct of another party.
* I have been invited to contribute to this assessment by providing a written account or by direct contact with the risk assessor.
* I have been provided with a leaflet which explains the process.
* Participation in the risk assessment is voluntary. However, if I choose not to participate, the assessment will still need to be undertaken as the Church has a duty to safeguard children, young people and vulnerable adults.
* 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 and my data rights. It also contains information as to how my data will be stored, retained and shared.

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* I may obtain a copy of information held by the Methodist Church about me via a subject access request to the Methodist Church of Great Britain under the UK General Data Protection Regulation.
* I have been offered the opportunity to access pastoral support during this process, and that I will advise Reverend \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*, the District Safeguarding Officer or a member of the Connexional Safeguarding Team if I have any health, wellbeing or communication needs 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, with integrity and openness.
* I understand that I will not receive a copy of the risk assessment but may receive feedback about the outcome of the process if I wish to do so.

***Please delete as appropriate:***

I **do /do not** wish to **meet with the risk assessor**/**provide a written submission.**

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

I prefer **correspondence/no 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** 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)*