



## GENERAL DATA PROTECTION REGULATION POLICY

1. The Circuit and Churches will comply with GDPR and follow the advice and instructions of the data controllers for the Methodist Church: - namely the Trustees for Methodist Church Purposes (TMCP) with regards to everyday day data; and the Methodist Church with regards to safeguarding.
2. The Circuit and the Churches will undertake a data mapping exercise to determine what data they are holding. We need to ensure that data we hold is ONLY for Methodist Church purposes.;
3. Churches will identify i) the purpose of holding such data ii) where the data is stored and iii) who has access to it.
4. Membership list may be retained – copies will be given to and held by the Ministers, the Circuit Administrator, the Church Council Secretary, the Pastoral leaders. No membership list will be displayed or distributed.
5. A circuit Directory shall be produced and distributed to Circuit Ministers, Circuit Stewards, Circuit Treasurer, Circuit Office Holders, Local Preachers, Church Stewards, District Office, District Chair, District Secretary. Consent will be sought for the names appearing in the Circuit Directory. Those consents will be stored in the Circuit Safe. The data will be held by the Circuit Administrator in a password protected file.  
Consent will be sort for those whose data will be in the circuit Directory and Circuit Plan.  
A note as to its purpose will be included in that document.
6. Each Church will publicly display a PRIVACY POLICY, a generic policy for the Methodist Church.
7. For all data held on Children permission from parents or responsible adults will be sought.
8. All breaches of Data will be reported to the Superintendent and Circuit Administrator, who will keep a Breaches Register. (A separate policy will be produced when available)
9. The Circuit plan will no longer print addresses, apart from the ministers and Circuit Stewards; but will publish telephone numbers and email addresses.
10. Computers and phones that hold Methodist Church data should be password protected and not shared by other family members.