



Kendal **Methodist** Circuit

PRIVACY NOTICE

This privacy notice sets out how Kendal Methodist Circuit uses and protects any information you give us.

What we collect

We may collect the following information:

- name
- contact information including address, telephone numbers and an email address
- any other information necessary to fulfill our legal obligations or to complete a given task.

You can advise us of any changes by contacting the Circuit Administrator, Mrs Chris Palmer, by emailing kendal.circuit@gmail.com or by phoning 015395 67751.

What we do with the information we gather

We require this information to communicate with you in connection with Methodist Church, Circuit, District, Connexional activities and for record keeping purposes within the Circuit.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- by limiting the information you give us on the Consent Form

You can change your consent preferences or withdraw your consent completely by contacting the Circuit Administrator, Mrs Chris Palmer, 6 Sycamore Close, Endmoor, Kendal. LA8 0NY. 015395 67751. Email: kendal.circuit@gmail.com

We will not pass on your personal information to third parties unless we have your permission or are required by law to do so. We may keep you informed of news, services, activities, events or specific fund raising events in the Kendal Methodist Circuit, Cumbria District, Methodist Connexion or our Partner denominations.

When you move from the Kendal Methodist Circuit any personal data we hold will be deleted, unless there is a legal reason why it must be kept or in order to protect your vital interests or the vital interests of another person; for example Safeguarding Information must be retained.

Registered Charity Number: 1133922

www.kendalmethodistcircuit.org.uk

kendal.circuit@gmail.com



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If we record contact information because you are an Office Holder within the Methodist Church it will be deleted from the next edition of any publication following your resignation from the post or completion of your term of office.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect, including use of password protection, encryption of files and use of secure USB devices.

Under Data Protection Law you have:

- the right to access your personal data – you will need to make a written request to Trustees for Methodist Church Purposes using the official ‘Subject Access Request’ form from the TMCP website.
- the right to have inaccuracies put right
- the right to have your data erased
- the right to restrict the processing of your data
- the right to data portability
- the right to withdraw your consent

You can also contact the Information Commissioners Office on 0303 123 1113 or via email from their website, ico.org.uk.

Our Website - Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Amendments to this notice

Kendal Methodist Circuit may change this notice from time to time. This will be done at a Circuit Meeting and be recorded in the Minutes of the meeting. This Privacy Notice will also appear on the Kendal Methodist Circuit website, kendalmethodistcircuit.org.uk.

This Privacy Notice was agreed by the Circuit Leadership Team on 8th May 2018 under its delegated powers on behalf of the Circuit Meeting.

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