

# The Methodist Church in Ireland

## Dundrum Methodist Church



### GENERAL DATA PROTECTION REGULATION (GDPR) POLICY

#### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

#### 2. Who are we?

Dundrum Methodist Church, which is part of the Methodist Church in Ireland, is the data controller (contact details below) and Dundrum Methodist Church Council determines policy concerning data use. This means it decides how your personal data is processed and for what purposes.

#### 3. How do we process your personal data?

Dundrum Methodist Church complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical location;
- To administer membership records;
- To fundraise and promote the interests of the church;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at Dundrum Methodist Church;
- To share your contact details with the Conference office and/or the District Superintendent when necessary so they can keep you informed about news in the Connexion and events, activities and services that will be occurring in the Connexion or the Dublin District and in which you may be interested.

#### **4. What is the legal basis for processing your personal data?**

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about Circuit, District and Connexional events;
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent.

#### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the Methodist Church with your consent.

#### **6. How long do we keep your personal data?**

We keep data in accordance with the guidance set out within Irish Data Protection Legislation, details of which can be at [www.dataprotection.ie/docs/Data-Protection-Rule-7/31.htm](http://www.dataprotection.ie/docs/Data-Protection-Rule-7/31.htm).

Specifically, we retain membership and congregational register data while it is still current; gift aid declarations and associated paperwork for up to 7 years after the calendar year to which they relate; and church registers (baptisms, marriages, funerals, membership) permanently.

#### **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Dundrum Methodist Church holds about you;
- The right to request that Dundrum Methodist Church corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Dundrum Methodist Church to retain such data;

- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and, where possible, to transmit that data directly to another data controller;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Data Protection Commissioner (Ireland).

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice. The new notice will explain the **new use** of your personal data prior to commencing the processing. It will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact Rev. Stephen Taylor on (01) 2986559; via email [minister@dundrummethodist.com](mailto:minister@dundrummethodist.com) or by writing to: GDPR Controller, Dundrum Methodist Church, Ballinteer Road, Dublin 16, D16 WK27.

You can contact the Data Protection Commissioner (Ireland) on (0761) 104 800; via email at [info@dataprotection.ie](mailto:info@dataprotection.ie) or by writing to: The Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois, R32 AP23.

## **10. Date of policy**

This policy was agreed by the Church Council of Dundrum Methodist Church on .....