**Confidentiality Agreement**

**Monitoring and Support Group Member**

**Applicability**

This agreement must be signed by all members of a Monitoring and Support Group and a copy provided to the subject of the Safeguarding Contract (if requested). The District Safeguarding Officer will also retain a copy, as may the relevant member of the group. It sets out the requirements and responsibilities of those who have access to special category personal data and criminal data. This is to ensure that all parties understand their obligations.

**Scope**

This agreement applies to all special category personal data, criminal data and other confidential information that you have access to in your role as a member of a Monitoring and Support Group. The relevant provisions apply after you cease to belong to the Monitoring and Support Group and in the event you cease any connection with the Methodist Church.

**Confidentiality Agreement**

1. I undertake not to transmit, copy or disclose confidential information, special category data or criminal data to any party outside the group by any means, unless expressly authorised by the Chair of the Monitoring and Support Group and in consultation with a district or regional safeguarding officer.
2. Any disclosure of information must be in compliance with relevant legislation, guidance and the Methodist Church Safeguarding Policy, Procedures and Guidance.
3. I understand that the use and disclosure of all information about living identifiable individuals is governed by the General Data Protection Regulation and Data Protection Act 2018.
4. I will not use any special category personal data, criminal data or confidential information that I acquire during my membership of the Monitoring and Support Group in any way that might be incompatible with the provisions contained in the GDPR or Data Protection Act.
5. I understand that I am required to keep all confidential information, special category personal data and criminal data securely and undertake to act in compliance with the following policies and guidance:

Methodist Church Safeguarding Policy (2018)

Methodist Church Risk Assessment Policy (2018)

Constitutional Practice & Discipline of the Methodist Church.

1. I confirm I have read both the policy and guidance sections about information sharing in the Methodist Church Safeguarding Policy, Procedures and Guidance (2018).
2. I hereby undertake to ensure that all records provided or created in the course of my role as a member of the Monitoring and Support Group, including any back-up records, are returned to the District Safeguarding Officer or deleted as directed, on conclusion of my role.

…………………………………………………….

Signature of Monitoring and Support Group Member Date

…………………………………………………….

Name of Monitoring and Support Group Member





**Privacy Notice**

**Monitoring and Support Group Member**

1. **Why have I been given a privacy notice?**

You have been given this privacy notice because you have offered to act as a member of a Monitoring and Support Group within the Methodist Church. The Methodist Church is committed to the protection of your rights under the General Data Protection Regulation (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 data.

1. **What is personal data?**

This is information, which indirectly or directly allows you to be identified via circumstances or specific details. It may include data such as names, addresses and dates of birth.

**How do we process your data?**

In compliance with the GDPR, the Methodist Church makes the following commitments about the processing of your data:

* Information will not be processed beyond what is necessary for your involvement in the Monitoring and Support Group.
* 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 personal data for the following purposes:

* to maintain a record, held by the district or regional safeguarding officer of those who are participating in Monitoring and Support Groups, to facilitate your engagement with the group
* to inform you of information and updates that may be relevant to your role
* to support arrangements for relevant training
* to retain any information about the proceedings of the group and any contribution that you may make, as part of the district and/or connexional safeguarding records. This may include meeting minutes and other notes including your personal data.
1. **What is the lawful basis for processing your personal data?**
* Processing is necessary for the legitimate interests of the Methodist Church in Britain to enable you to carry out the role of Monitoring and Support Group member in accordance with safeguarding policy and practice.
* 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.
1. **Sharing your personal data**

Your data will be held securely and will be shared only where necessary in relation to your engagement with this role. You will be informed if any further sharing of your personal data is deemed necessary and your consent for this will be obtained, where appropriate.

1. **How long do we keep your personal data?**

Safeguarding records, including those relating to the proceedings of a Monitoring and Support Group will be retained for 75 years.

1. **Your rights and your personal data**

You have the following rights with respect to your personal data in relation to data held about you relating to safeguarding:

* the right to request a copy of your personal data which is held about you by the Methodist Church
* the right to request that the Methodist Church corrects any personal data if it is found to be inaccurate or out of date
* the right to request that the data controller provides you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
* 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 object to the processing of personal data
* the right to lodge a complaint with the Information Commissioner’s Office.
1. **Relevant Contacts**

The Data Controller for all churches, circuits and districts is Trustees for Methodist Church Purposes which covers routine data processing activities.

For data processing relating to safeguarding, complaints and discipline, the Data Controller is the Methodist Church in Britain. If you wish to make a subject access request concerning data held about you relating safeguarding, complaints and discipline, it should be sent to the Data Protection Officer at dataprotection@methodistchurch.org.uk

or

Data Protection

Methodist Church House

25 Marylebone Road

London

NW1 5JR

All other subject access requests should be sent:

Trustees for Methodist Church Purposes

Central Buildings

Oldham Street

Manchester

M1 MJQ

Tel: 0161 235 6770

Further information is available from the TMCP website: <https://www.tmcp.org.uk>

If you have any queries about data processing for Monitoring and Support Group members, please contact a local minister or safeguarding officer.