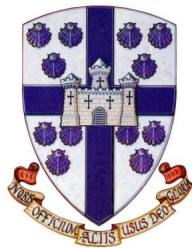


GDPR

**District Chairs Meeting
14th March 2018**

Who are the Data Controllers in the Methodist Church

**Trustees for Methodist
Church Purposes**



**The Methodist Church
in Great Britain**



Data Champions



Targeted & Bespoke Guidance

Phase 1

- Targeted Guidance

Phase 2

- Model Templates

Phase 3

- Model Policies & Procedures

Phase 4

- Training



What's on the TMCP Website?

www.tmcp.org.uk

- ✓ GDPR at a Glance
- ✓ GDPR Guidance Note
- ✓ 9 Steps to take now
- ✓ Template Data Mapping Form
- ✓ Who are the Data Controllers and where to get help
- ✓ Data Protection Do's and Don't's
- ✓ Information on Church Directories
- ✓ GDPR Myth-Buster



What's Coming to TMCP's Website?

www.tmcp.org.uk

- ✓ FAQ's
- ✓ Template Privacy Policy with Guidance
- ✓ Template Consent Form
- ✓ Data Responsibilities in a Nutshell
- ✓ Lawful Bases Flowchart & Overview
- ✓ Church Websites & Newsletters



9 Steps to Take Now

9 Steps for Managing Trustees to Take Now



9 Steps to Take Now

Step 1:
Awareness

9 Steps for Managing Trustees to Take Now



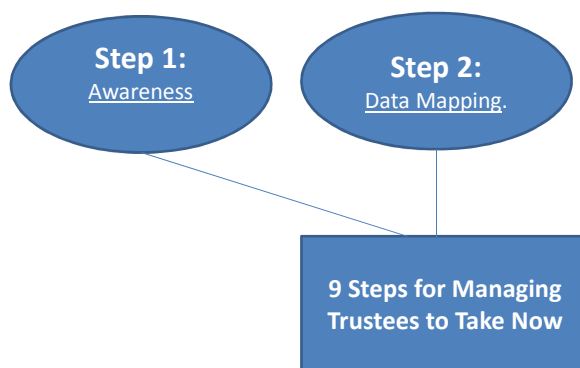
Awareness

How the Data Champions can help promote Awareness:

- ✓ Filter the information to the Local Church
- ✓ Get the Local Church on board
- ✓ Help promote best practice
- ✓ Help provide support locally



9 Steps to Take Now

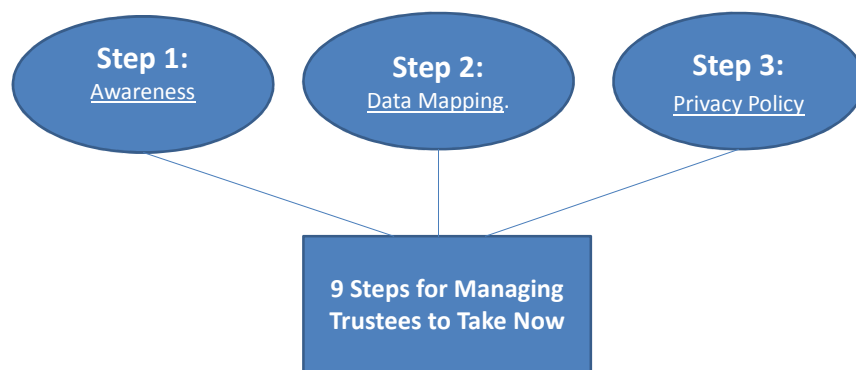


Data Mapping

Document/list description	For what purpose is the data held?	What data is collected?	Do you have explicit consent to use the data?	Do you process any Special Categories of personal Data?	How is the data held and what security measures are in place?	Who holds the data and who has access to it?	How long is the data kept for?	How is the data destroyed?	Is any data kept by or circulated to persons outside of the Methodist Church including any Ecumenical partners?
Example: Church Directory	To provide a list of church members and office holders	Names, addresses, email addresses, telephone numbers	Yes	No	Data Collection consent form (locked filing cabinet) and Church administrator's Laptop (password protected)	Minister, Church Administrator, Circuit Administrator, District Administrator	Until asked to remove	Paper shredder and electronic deletion from laptop	Yes, it is published on our website and freely available from the church



9 Steps to Take Now



Privacy Policies

Transparency & Openness

What information do we process?

Why do we process this information?

How is the information stored?

Examples: Databases

Pastoral records

CCTV

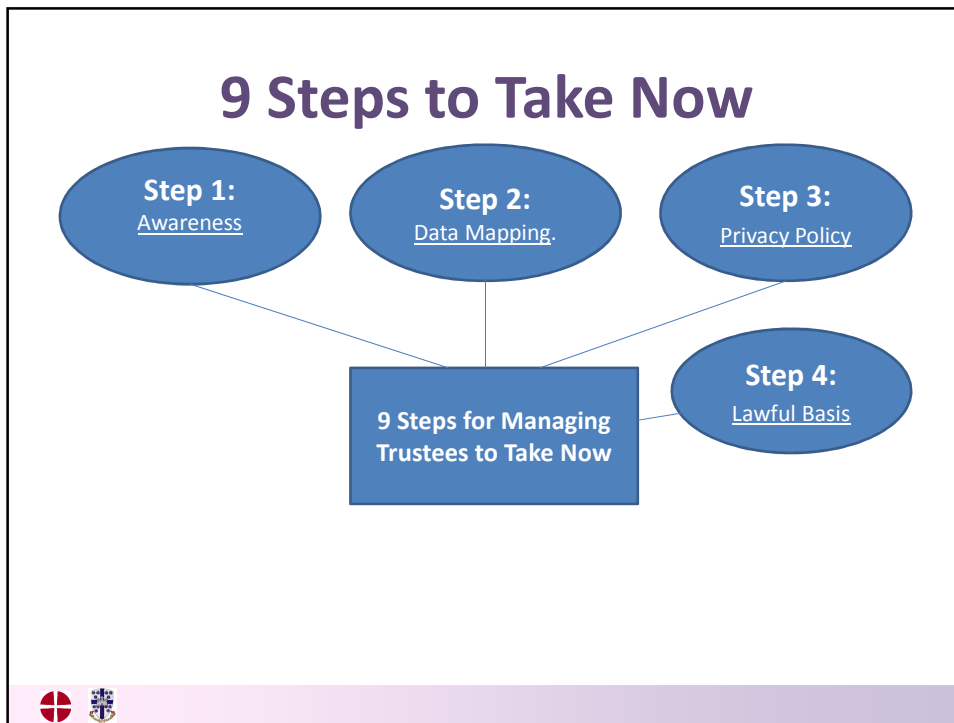



Privacy Policies

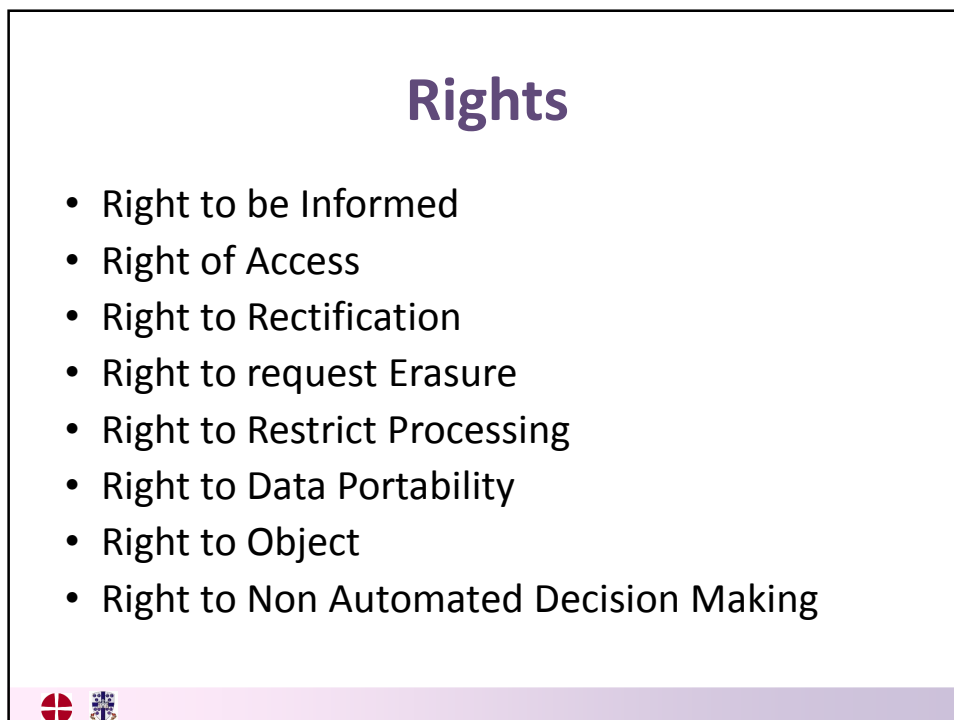
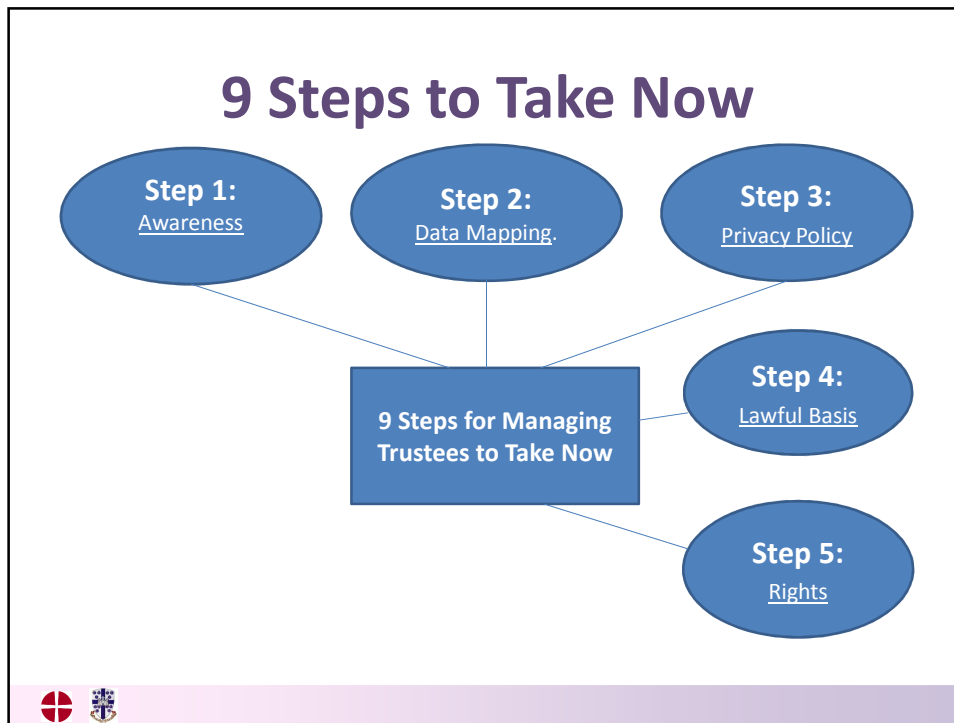
How is the Working Party helping?

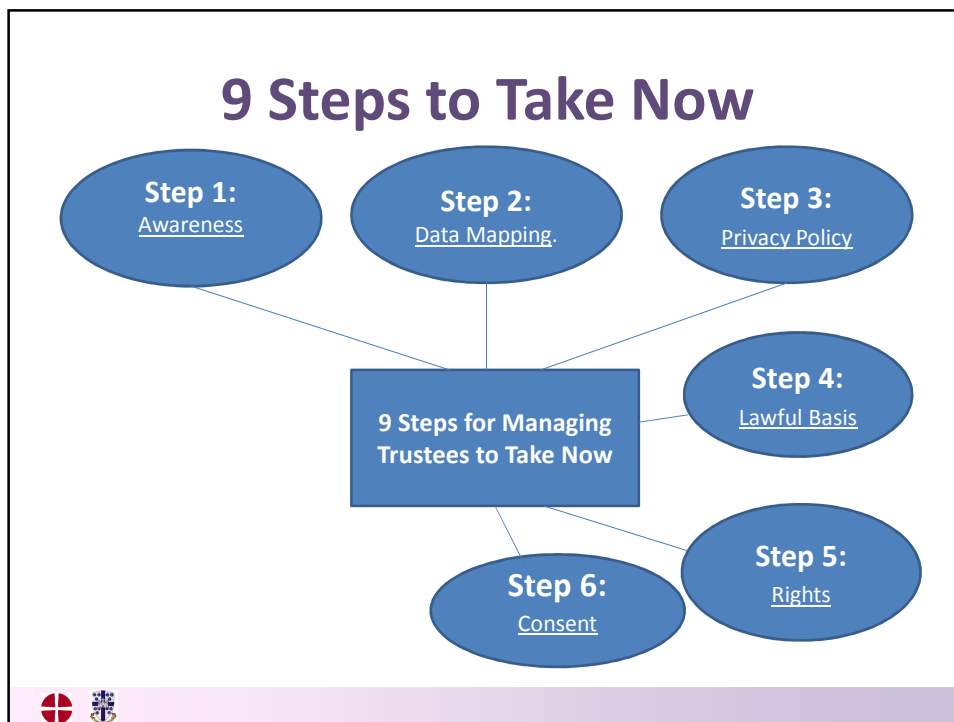
- A Model Privacy Policy
- Associated Guidance
- List of examples





- ## Lawful Basis
- Consent
 - Performance of a Contract
 - Legal Obligation
 - Vital Interests
 - In the public interest
 - Legitimate interests
- 






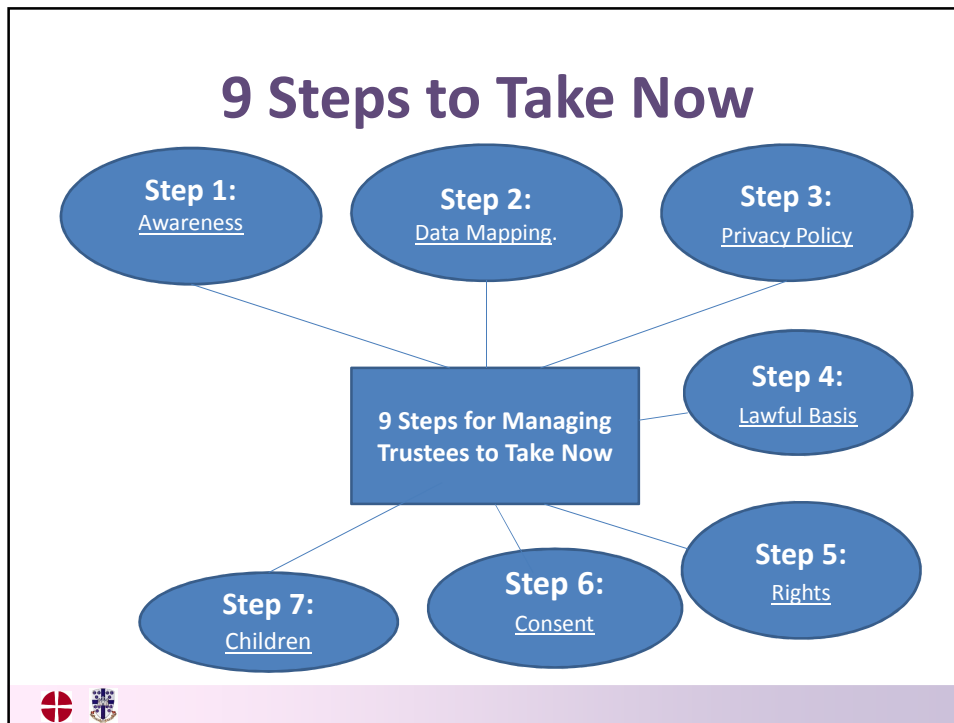
Consent

- Only one of the Legal Basis for Processing
- Seen as a Last Resort
- Consent can be withdrawn

Must be:

- Explicit
- Given freely
- Recorded





Children


- Consent only one Legal Basis
- 13 years of age for consent
- Consent from person with parental responsibility
- Right to Request Erasure
- Online Services & Marketing
- Privacy information must be clear and in a language they understand

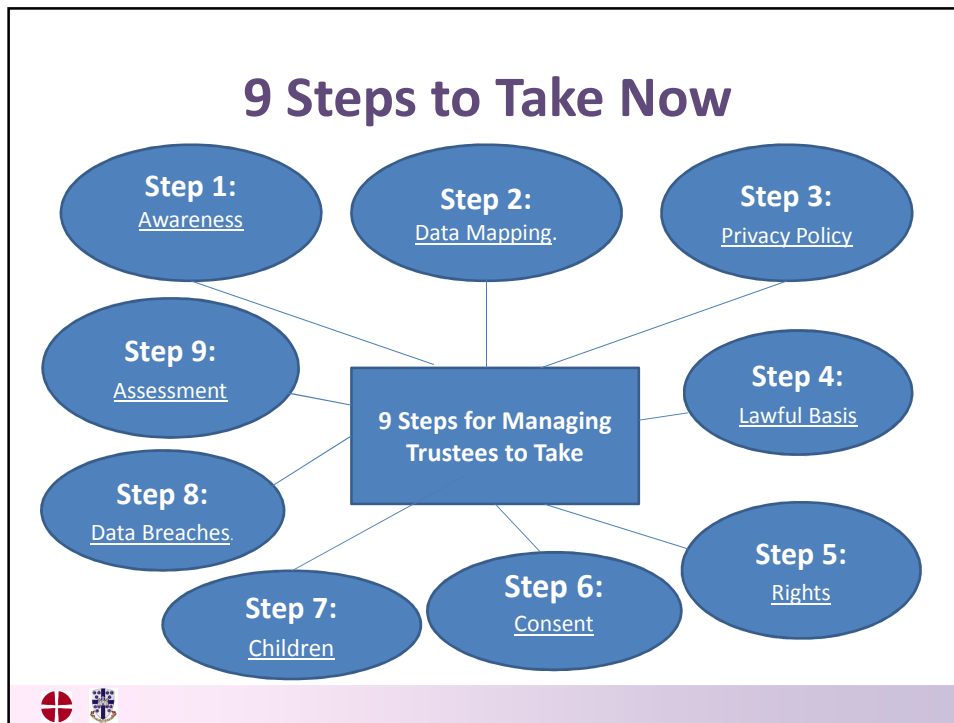


Data Breaches

“a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”

- All Breaches must be recorded
- Notification to the ICO if the Breach is *“likely to result in a risk to the rights and freedoms of natural persons”*





Assessment

Privacy Impact Assessments only applicable, if:

- High Risk to the Rights and Freedoms
- Processing is on a 'large scale'

- Privacy by Design
- Risk Assessment
- Promoting best practice

GDPR Myth-Buster

- GDPR does not mean you need consent for everything..**
 Yes there are now more exacting rules about obtaining valid consent, but Managing Trustees need to bear in mind that they **do not** need consent for everything.

“Consent is one way to comply with the GDPR, but it’s not the only way.” (Elizabeth Denham, 16 August 2017. ICO blog “Consent is not the Silver bullet for GDPR compliance”)
- GDPR will not automatically lead to small charities paying huge fines..**
 Yes GDPR gives the ICO much greater powers to impose eye watering fines, but the ICO stresses that it is a proportionate regulator and as explained by:

“..it’s scaremongering to suggest that we’ll [the ICO] be making early examples of organisations for minor infringements or that maximum fines will become the norm.” Elizabeth Denham, 9 August 2017. ICO blog “GDPR – sorting the fact from the fiction”
- GDPR is not Y2k..**
 Managing Trustees may remember the hype surrounding Y2k? Rest assured that GDPR is not a cliff edge.

“GDPR compliance is an ongoing journey”. Elizabeth Denham, 22 December 2017. ICO blog “GDPR is not Y2K”



Data Protection Officer

- Statutory Role
- Articles 37, 38 and 39 of GDPR
- **Not** required by Managing Trustees
- Alternatives to this role may be:
 - Data Protection Administrator
 - Privacy Co-ordinator
 - Data Compliance Manager



Contacts



TMCP:

dataprotection@tmcp.methodist.org.uk

www.tmcp.org.uk/contact

0161 235 6770

Connexional Team:

dataprotection@methodistchurch.org.uk

020 7486 5502



Question 1

Q.

The 9 Steps guidance suggests that manual files should be held in locked filing cabinets. Many people work at home and do not have lockable filing cabinets.

A.

We have to take a common sense approach, we know that office holders do not always have the luxury of having a church office. However, we need to ensure that personal data is safe when kept in people's homes. The church should have procedures in place to deal with files which are kept at residential addresses e.g what happens when a new person takes over that role.



Question 2

Q.

Which Officers (District, Circuit & Local Church) can hold what data?

A.

There is no definitive answer, again a common sense approach needs to be take.

Look to the Data Protection Principles to ensure that the data is adequate, accurate, limited to the purpose for which it is collected. Data Protection is about protecting people, therefore only the people who actually need the data should hold it.



Question 3

Q.

Who does the Legitimate Interest Basis apply to?

A.

Difficult question to answer because it applies to anybody where the processing of the data is necessary. There must also be an expectation from the individual that their data will be used in such way. E.g. a tenant of church property must expect that church officers will hold their essential contact details.



Think *Reasonable*

Questions

Justification *Common Sense*



GDPR



**KEEP
CALM
AND
DON'T
PANIC**

