



## Methodist Church Test and Trace Record

***Please ensure all visitors completing the record have sight of the data protection information on this front page.***

### **Why are we asking you to provide this information and what will we do with it?**

The Government has requested that Churches in England assist the NHS Test and Trace service by keeping an accurate temporary record of visitors for 21 days. Please assist the Church in fulfilling this request by completing the record as indicated.

The Methodist Church cares about your privacy and your trust is important to us. Our Privacy Notice explains how Local Churches, Circuits and Districts within the Methodist Church in Great Britain collect, use and protect your personal information. It also provides information about your rights (paragraph 9 of the Privacy Notice) and who to contact (paragraph 1 of the Privacy Notice) if you have any questions about how we use your information. You can find our Privacy Notice online ([www.t MCP.org.uk/about/data-protection/managing-trustees-privacy-notice](http://www.t MCP.org.uk/about/data-protection/managing-trustees-privacy-notice)) or displayed at the Building. Please ask us for a copy of the Privacy Notice if this would be of assistance.

In addition to the information in our Privacy Notice we confirm that the information we are asking for on this record is collected for the purpose of assisting the NHS Test and Trace service with contact tracing. If the NHS Test and Trace service request details of our visitors for the purpose of contact tracing, we will share relevant information from this record with them **and** contact details e.g. telephone number and/or email addresses. These will either be contact details that we already hold for you or details that you provide when you complete this record using the ballot box. This record will be destroyed after 21 days in accordance with Government guidelines.

### ***How do I provide additional contact information?***

*If the Managing Trustees of the building do not already have contact details for you please provide these on a separate piece of paper and post it in the sealed "ballot box".*

*Government guidance suggests that you only need to provide the most appropriate details to enable the NHS Test and Trace service to contact you such as your mobile number and/or email address.*

*Put your name, date and time of visit on the piece of paper.*



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*If you have your own pen, please use it to sign in. Please clean your hands and wipe the surfaces after use.*

|    | Date | Name  | Purpose of visit/Rooms visited                                | Contact Details<br><i>Please tick as appropriate</i>   |                                      | Time In /Departure Time   |
|----|------|---|---|--|--------------------------------------|---|
|    |      | <i>Insert your initial and surname only</i> | e.g. "worship/chapel" or "Parent & Toddler Group/school room" | <b>You or the group I am attending have my details</b> | <b>Contact details in ballot box</b> | <i>e.g. 10:30am /1pm*<br/>*Insert departure time where possible</i> |
| 1. |      |   |   |  |                                      |   |
| 2. |      |   |   |  |                                      |   |
| 3. |      |   |   |  |                                      |   |
| 4. |      |   |   |  |                                      |   |
| 5. |      |   |   |  |                                      |   |
| 6. |      |   |   |  |                                      |   |

