

Data Protection Policy

Bishop's Cleeve Methodist Church – Data Protection Policy and Privacy Notice

Bishop's Cleeve Methodist Church ('the church'), acting through its minister and relevant officer holders, holds a limited amount of data comprising the names and contact details, including addresses, telephone numbers, and/or email addresses of its members, friends, users and hirers of its premises, and the church cleaner, according to their legitimate needs. These needs are defined in the GDPR Resource Pack kept securely in the vestry. It holds the data for the following legal reasons:-

- Much of the data is held for the **legitimate interests** of the church (such as maintaining a list of members and community contacts, including so as to communicate appropriately with them).
- Some data is held for **contractual obligations** and purposes (for example in connection with the church's employed cleaner, or the regular or occasional hirers of its premises).
- Some data is held to fulfil the church's **legal obligations** (such as to comply with HMRC requirements in respect of Gift Aid regulations, including to record and identify individual donations).
- Additionally, some data is held and shared with the relevant individual's **consent** (in particular, the data included in the church's contact list of members and friends is shared amongst the members and friends, whose contact details [names and telephone numbers and/or email addresses] are included on that list).

The church's minister and relevant office holders shall keep such data securely, and shall not communicate it to a third party (unless for the legitimate interests, legal or contractual obligations referred to above, or through an individual's consent), and shall keep such data only as long as there are legal reasons for doing so. (Similarly, the recipients of the church contact list referred to above are required to keep the list safely and to destroy it securely.) Any known breach in the security of the data will be reported as may be required or appropriate under the wider data protection policy of the Methodist Church, or any wider legal obligations applying from time to time.

Individuals have the right to access the data held about them and have it amended or deleted. They should contact the church's GDPR contact David Aldred care of the church: Bishop's Cleeve Methodist Church, Bishop's Close, Bishop's Cleeve, Cheltenham, GL52 8NT).

For further information on the wider data protection policy of the Methodist Church of which this church is a part, please visit <https://www.tmcp.org.uk/about/data-protection>.

Approved by the Bishop's Cleeve Church Council on 24 March 2026

Signed:-

date:- 24 March 2026

Rev Jayne Webb - Chair