

REFLECT (METHODIST SPIRITUALITY) DATA PRIVACY 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?

Reflect is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Reflect 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 unnecessary 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 administer membership records;
- To maintain our own accounts and records (including the processing of gift aid donations);
- To inform you of news, events, activities and services available from Reflect;
- To share your contact details with the Retreat Association so they can keep you informed about their news, events and activities.

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 Reflect events.
- Any processing is carried out by a member of Reflect provided: -
 - the processing relates only to members, and
 - there is no disclosure to a third party without consent.

5. What data do we hold?

- your name
- your address
- your landline or other telephone number that you have provided
- your email address where you have provided one
- if you have given us medical or disability information and consent to our sharing this with first aiders or paramedics. This will be destroyed after the event that you have attended, and you will need to renew it for the next event that you attend
- gift aid details
- religious denomination if stated
- subscription details and method of payment

Current information is stored on a personal computer. Paper applications and Gift Aid declarations are retained as paper and in electronic form.

We do not retain information about your personal bank from which you pay your membership fee or from which you make payment for Reflect activities. If you are expected to give other information, such as the name of your next of kin, to the hosts of an

event, that data will be subject to the data policy of the host organisation (*e.g.* conference centre).

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared with The Retreat Association. It will not be shared with other individuals or organisations.

7. How long do we keep your personal data?

We keep your application form and other data for as long as you are a member and for one year thereafter.

We retain your gift aid declaration and associated paperwork for up to 6 years after the tax year (ending 05 April) to which they relate; minute books, accounting and bank records are kept permanently.

8. 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 Reflect holds about you;
- The right to request that Reflect 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 Reflect 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, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means.*];
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction be 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.

9. Further processing

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

10. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the **Membership Secretary**.

You can contact the Information Commissioner's Office on 0303 123 1113 or *via* email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Please read the Consent Form carefully. You are asked to record the information that we wish to hold on you. You should then tick the consent boxes, sign and date the form, and return the form to the Membership Secretary.

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