

Sapcote Methodist Church Fair Processing Notice

The **Sapcote Methodist Church** takes its obligations under data protection law (including the General Data Protection Regulation (GDPR)) seriously.

The **Sapcote Methodist Church** keeps personal data as up to date as possible and takes active steps to rectify any personal data we find to be incorrect.

The **Sapcote Methodist Church** stores and destroys personal data securely and does not collect or retain personal data which is in excess of our processing activities.

The **Sapcote Methodist Church** takes steps to protect all personal data (including Special Category Data) from loss, misuse, unauthorised access and disclosure by ensuring that appropriate measures are in place to protect personal data.

The **Sapcote Methodist Church** ensures that personal data is processed in accordance with the principles of the GDPR and is processed:

- Lawfully, fairly and in a transparent manner;
- For specified, explicit and legitimate purposes and not processed in a manner which is incompatible with those purposes;
- Accurately, relevantly and limited to what is necessary in relation to the purposes for which it is processed;
- Kept accurate and where necessary kept up to date, with all reasonable steps being taken to ensure that all inaccurate data is erased or rectified without delay;
- Is not kept longer than is necessary for the purposes for which the personal data is processed; and In a manner that ensures appropriate security of the Personal Data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage by using appropriate technical and organisational measures.

The Local Contact for the **Hinckley Methodist Circuit** with regard to Data Protection is The Circuit Administrator, who can be contacted at the Circuit Office, Earl Shilton Methodist Church, Wood Street, Earl Shilton, Leics., LE9 7ND.

Tel: 01455 851930

email: [office\(5\)hincklevmethodistcircuit.org.uk](mailto:office(5)hincklevmethodistcircuit.org.uk)

For full details of how **Hinckley Methodist Circuit** uses your information, please refer to our Privacy Policy which is available from **Circuit Administrator** at the **Circuit Office, Earl Shilton Methodist Church, Wood Street, Earl Shilton, LE9 7ND, e-mail office@hincklevmethodistcircuit.org.uk** or from the **TMCP Website <https://www.tmcp.org.uk/about/data-protection/managing-trustees-privacv-notice>**