



# PRIVACY POLICY

**No: GFMC/PD/16**

**Issue Date : November 2025**

**Review Date November 2026**

**This policy is designed to support PD-05 Data Protection Policy where more detailed definitions and processes can be found.**

## **GARSTANG FREE METHODIST CHURCH**

Windsor Rd, Garstang, Preston. PR3 1ED

Telephone No: 01995 602852

Email: [info@garstangfmc.org.uk](mailto:info@garstangfmc.org.uk)

Charity No: 514360

## 1.1 Your Personal Data- What is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by 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").

## 2.1 Who are we?

Garstang Free Methodist Church is the data controller. This means we decide how your personal data is processed and for what purposes.

Organisation Name	Garstang Free Methodist Church
Charity Contact	Church Administrator
Email address	info@garstangfmc.org.uk
Phone Number	01995 602852

## 3.1 How do we process your Personal Data?

Garstang Free Methodist Church complies with its obligations under the "GDPR" by not keeping excessive amounts of data, by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures and training are in place to protect your personal data.

**We use your personal data for the following purposes: –**

- To administer membership records
- To fundraise and promote the interests of the charity
- To manage our volunteers, members and service users
- To maintain our own accounts and records (including the processing of gift aid applications and Church expenses)
- To inform you of news, events, activities relating to Garstang Free Methodist Church

Consent is obtained via ChurchSuite and may be withdrawn at any time. Updated October 2025

## 4.1 What is the Legal Basis for Processing your Personal Data?

We require explicit consent of the data subject so that we can keep you informed about news, events and activities. Processing your personal data is necessary for carrying out our legal obligations in relation to gift aid, expense payments or under any other collective agreement as stated above. There is no disclosure to any third party without explicit consent. Depending on the type of data and how we use it, we rely on one or more of the following legal bases:

- **Your Consent-** We may ask for your consent to use your personal data, for example, to send you email updates about church events, use photographs or videos taken during services or events or include your name on a prayer list. You can withdraw your consent at any time.
- **Legal Obligation-** We process certain information because we are legally required to do so, for example, to maintain accurate records for Gift Aid claims with HMRC or to comply with safeguarding responsibilities.

- **Legitimate Interests-** We may process personal data where it is necessary for our legitimate interests as a church and charity and where your rights and freedoms are not negatively affected. Examples include managing rotas, pastoral care, maintaining attendance and DBS records, and communicating with volunteers and members.
- **Vital Interests-** In rare cases, we may need to process your personal data to protect someone’s life, such as in a medical emergency.
- **Contractual Necessity** – If you have a formal contract with the church (e.g., as an employee or supplier), we may need to process your data to fulfil that contract.

We will only use your personal data for the purposes stated in this notice unless we inform you otherwise and, if required, obtain your further consent. Updated October 2025

### 5.1 Sharing your Personal Data

Your personal data will be treated as strictly confidential and will only be shared with other leaders within Garstang Free Methodist Church who have a “Legitimate Interest” in order to carry out a service on behalf of GFMC as agreed with you. We will only share your data with third parties with your explicit consent, or as directed by a court order.

### 6.1 How Long Do We Keep Your Personal Data?

We retain data while it is still current, i.e. you're an active member or attender of Garstang Free Methodist Church. Your personal data will be kept for up to 6 years after the calendar year to which they relate unless you hold an active ongoing gift aid declaration or where information relates to safeguarding procedures. Information relating to Safeguarding will be kept in line with statutory guidance. Updated October 2025 You will be given the opportunity each calendar year to let us know if you wish for your data to be removed. If you do wish for your data to be removed before our annual GDPR review, then you may contact our Church Administrator as detailed in section 2.1. Our GDPR review will be completed in March each year.

### 7.1 Information on ChurchSuite

Information collected by ChurchSuite:

#### Adults:

- **\* Name \***
- Email
- Phone + Home number
- Address
- Sex
- Date of Birth
- Marital Status
- **\* Receive notices by email? \***

#### Children:

- **\* Name \***
- **\* Date of Birth \***
- Address
- Sex
- **\* Parent/Carer Details \***
- **\* Photo/Video Consent \***
- **\* Medical details \***
- Additional Needs
- Doctors Details

**\*The Bold text above** indicates the minimum details that the data controller is required to take, all other data is optional \*

Upon your consent, your personal data will be made available to other members and attenders of Garstang Free Methodist Church. You will have control over what details are able to be viewed by others. Access to the address book will only be granted to those who:

- Have attended Garstang Free Methodist Church for a minimum of six months
- Have completed the Roots and Branches Course or had a minimum of two visits/pastoral connections with members of the Pastoral staff team.

## 8.1 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 Garstang Free Methodist Church holds about you
- The right to request that Garstang Free Methodist Church 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 Garstang Free Methodist Church to retain such data
- The right to withdraw your consent to the processing or parts of the processing at any time
- The right to request that the data controller provide the data subject with your personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioner's Office

You will be given the option to make any changes to the information we hold on you each year. If you do not make any amendments to the information or ask us to stop processing your information, we will continue to process your information as per the previous year providing there is justifiable cause for us to do so.

## 9.1 Further Processing

Where and whenever necessary, we will seek your prior consent to new 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.

## **10.1 Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact Church Administrator as detailed in section 2.1.

You can contact the Information Commissioner's Office on 0303 123 1113 or via or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

## **Approval**

The Privacy Policy was approved by the GFMC Trustees in November 2025.