



- make you aware of opportunities to engage with the work of World Mission Partnership and its partners e.g. by sending you occasional notices by post, e-mail, phone call or text message
- encourage you to support World Mission Partnership and its partners e.g. by sending you occasional notices by post, e-mail, phone call or text message
- connect you with other supporters with a specific common purpose e.g. WhatsApp group for teams travelling together overseas

If you are a partner organisation we may also use this data so we might:

- Manage the transfer of funds and share information e.g. by sending you occasional notices by post, e-mail, phone call or text message

## Legal Bases for Processing

Our legal bases for processing your data are 'legitimate interests' (for activities related to the everyday functioning of World Mission Partnership.) [GDPR Article 6.1(f)] and 'consent' (for everything else) [Article 6.1(a)]. In a small number of instances, we rely on 'contract' (for example, if we are your employer) and 'legal obligation' (for example, in relation to safeguarding issues).

When using 'legitimate interests' as the legal basis for using the information you have given us we will ensure it is for a **genuine** purpose, **necessary** for the smooth running of World Mission Partnership, and **not invasive** to your privacy. For all other purposes we will ask for your positive consent before processing your details.

We are able to process 'special categories of personal data' (such as your health or religious beliefs) in the course of our legitimate activities because we are a not-for-profit body with a religious aim relating to you as a member, former member, or person with whom we have regular contact [Article 9.2(d)].

## Sharing Your Data

Only people appointed to specific roles within World Mission Partnership (for example, staff and appointed officers) can access your details, and what they can see is limited to what they need in order to carry out their role.

If you are appointed to a specific role within World Mission Partnership we may publish your details (e.g. in announcement sheets, annual reports or our web presence) or share them directly so members and other relevant individuals/organisations can contact you. This will cease when you step down from the role.

We occasionally post photographs and/or video taken at World Mission Partnership events on our website ([www.irishmethodist.org/wmp](http://www.irishmethodist.org/wmp)) and/or other online platforms (e.g. Facebook, Twitter, Youtube & Vimeo).

If you donate money to us using the UK Gift Aid scheme we will send details of those gifts to HMRC.

If you donate money to us using the Irish Charities Donations Scheme we will send details of those gifts to the Revenue Commissioners.

We will not share your information with any other third parties without your permission unless we have a legal obligation to do so. However, we may need to share your details within the Methodist Church in Ireland, as follows:

- to comply with our Safeguarding policy when you volunteer with children and vulnerable adults.

- if your role within World Mission Partnership means you need to receive specific information related to that role.
- to process Gift Aid or Irish Charities Donations tax refunds through the Trustees of the Methodist Church in Ireland.

## Security and Retention

- We use Microsoft Office 365 cloud services for digital files, which have integrated appropriate security measures to keep your data safe, including instances where their servers are located outside of the EEA.
- To prevent unauthorised disclosure of your information, our paper-based records are kept in a locked cabinet within a locked office when not in use. Electronic and portable memory devices are protected by passwords or equivalent security measures. Membership software and digital documents containing personal data are either encrypted or password-protected.
- Other than our permanent records (World Mission Partnership Committee meeting minutes) or details that need to be kept for legal compliance (such as Safeguarding notes or Gift Aid declarations), we will remove your information from our systems up to six years after your last personal contact with us (or after you turn eighteen years old if you are a minor).
- One-off consent forms (such as for trips) will be destroyed/erased one year after their use.

## Subject Access Request

You have the right to ensure our use of your data is lawful, and that the data we hold is accurate. If you would like to access the data we process about you, please write to us at:

World Mission Partnership Officer,  
 World Mission Partnership, Skainos, 239 Newtownards Road, Belfast  
 Phone: 028 90 452 572 Email: [worldmission@irishmethodist.org](mailto:worldmission@irishmethodist.org)

In order to locate the information you are requesting, and to ensure proof of your identity, please send us:

- Your name (including any names by which you used to be known) and Date of Birth
- Address (incl postcode), e-mail address(es), telephone number(s)
- **Two** pieces of identification that between them clearly show your name, date of birth and current address (eg passport, photocard driving license, birth certificate, recent bank statement/utility bill)

In response, and within one month at the latest, we will send to you:

- The personal data we hold on record for you
- The types of processing we do with your data
- The people/groups with whom your data will have been shared (or will be in the future)
- Our intentions regarding how long we might store your data
- OR our reasons for *not* providing your data

We will not charge for this service unless you make multiple requests within a short space of time.

## Further Information

You can learn about Data Protection principles, your rights, and more – including making a complaint about our handling of your data – from the Information Commissioner’s Office (ICO) in Northern Ireland [visit [www.ico.org.uk](http://www.ico.org.uk), call 0303 123 1113 or write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF] and the Data Protection Commissioner (DPC) in the Republic of

Ireland [visit [www.dataprotection.ie](http://www.dataprotection.ie), call (0761) 104 800 or write to The Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois R32 AP23]. Guidance for Methodist churches is available at [www.irishmethodist.org/data-protection-resources](http://www.irishmethodist.org/data-protection-resources) [short link: <http://bit.ly/DPresources>].

## **SUBJECT ACCESS POLICY**

As a Data Controller, World Mission Partnership must respect the privacy rights of individuals. These include the right to access, free of charge, the data you hold about them in order to verify the lawfulness of your processing; and then to have that data rectified or erased, or to object to or opt out of the types of processing you carry out.

The supply of such data should take place no longer than one month from the time of the request (ideally much more quickly), and in a format that is easily readable (whether physical or digital) by the individual. The individual can also request disclosure orally (for example on the telephone) but you must be confident of their identity and can request proof if you are unsure.

There are some occasions when requests may be denied, listed here:

- When disclosing the subject's data could adversely affect the rights or freedoms of others
- When the identity of the data subject cannot be adequately verified
- When the enquirer is seeking data belonging to another person (other than their own children under the age of 18)

When you receive a 'subject access request' (which doesn't have to be described as such, it could just be a question such as, "what information do you hold about me, and what do you do with it?") you must respond within a month by sending in writing:

- The personal data you hold on record for them
- The types of processing you do with their data
- The people/groups with whom their data will have been shared (or will be in the future) – for instance if their details have been passed to other parts of the Methodist Church in Ireland
- Your intentions regarding how long you might store their data (see 'Security and Retention' in your Data Protection Policy)

You should also make the individual aware of their rights to:

- Request rectification or erasure of their data, or the restriction or cessation of processing of the same (but not including their removal from historical records such as baptism registers etc)
- Make a complaint to the Secretary of Conference at 1 Fountainville Avenue, Belfast BT9 6AN or [secretary@irishmethodist.or](mailto:secretary@irishmethodist.or)



