



DBS VERIFIER PRIVACY NOTICE

1. Why have I been given a privacy notice?

You have been given this privacy notice because you have offered to act as verifier for those applying for DBS certificates within the Methodist Church. The Methodist Church is committed to the protection of your rights under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This notice will inform you of your rights and provide information about how we hold and use your personal data.

2. What is personal data?

This is information, which indirectly or directly allows you to be identified via circumstances or specific details. It may include data such as names, addresses and dates of birth.

How do we process your data?

In compliance with the GDPR, the Methodist Church makes the following commitments about the processing of your data:

- Information will not be processed beyond what is necessary for the DBS verification process.
- Data about you will be kept up-to-date and records amended to address factual inaccuracies as soon as possible.
- We will store information securely, with the use of sufficient measures to protect your data from unauthorised access, loss or misuse.
- We will destroy data that is no longer required in a safe and appropriate manner.

We will use your personal data for the following purposes:

- to maintain a record of those who are willing to act as verifier within the Methodist Church for DBS applications
- to support the process of verification of documents as part of the DBS application
- to inform you of information and updates that may be relevant to your role as verifier
- to share your contact details with the organisation that processes DBS applications on behalf of the Methodist Church (currently DDC) so you are able to access the online application systems for your role
- to record details of the verifier on a Connexional Safeguarding Team record for any DBS application where there is a blemish.

3. What is the lawful basis for processing your personal data?

- Processing is necessary for the legitimate interests of the Methodist Church in Britain to enable you to undertake the role of verifier for others applying for DBS certificates within the Methodist Church.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and
 - there is no disclosure to a third party without consent.

4. Sharing your personal data

Your data will be held securely and will be shared only where necessary with other members of the church or those engaging with church activities in order to facilitate the verification process for DBS applications or for the processing of blemished DBS certificates by the Connexional Safeguarding Team. You will be informed if any further sharing of information is deemed necessary and your consent for this will be obtained, where appropriate.

5. How long do we keep your personal data?

Records of verifier details held locally will be retained for the period during which they consent to undertake this role. For blemished DBS applications, details of the verifier will be retained for 75 years in line with retention requirements for safeguarding records. Information about retention by DDC can be obtained via their website and is outside the remit of this privacy notice.

6. Your rights and your personal data

You have the following rights with respect to your personal data in relation to data held about you relating to safeguarding:

- the right to request a copy of your personal data which is held about you by the Methodist Church
- the right to request that the Methodist Church corrects any personal data if it is found to be inaccurate or out of date
- the right to request that the data controller provides you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- 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
- the right to lodge a complaint with the Information Commissioner's Office.

9. Relevant Contacts

The Data Controller for all churches, circuits and districts is Trustees for Methodist Church Purposes which covers routine data processing activities.

For data processing relating to safeguarding, complaints and discipline the Data Controller is the Methodist Church in Britain. If you wish to make a subject access request concerning data held about you relating to safeguarding, complaints and discipline, it should be sent to the Data Protection Officer at dataprotection@methodistchurch.org.uk or

Data Protection
Methodist Church House
25 Marylebone Road
London
NW1 5JR

All other subject access requests should be sent to:
Trustees for Methodist Church Purposes
Central Buildings

Oldham Street
Manchester
M1 MJQ

Further information is available from the TMCP website: <https://www.tmc.org.uk>

If you have any queries about data processing relating to verifiers, please contact a local minister or safeguarding officer.