SAFEGUARDING FORM D
KEYHOLDER DECLARATION

The Methodist Church

Name of Church:	

Reason for holding the key (role, group etc.):	

Name of key holder:			
Address:		**Phone No.:**	
		Mobile No.:	
Post Code:		**Email:**	

Before the keys/pass can be issued you are asked to sign the declaration below and acknowledge the conditions of issue. This is to help carry out the policy of the Methodist Church to safeguard children, young people and adults who are vulnerable in its care. The Methodist Church is not obliged to give anyone access to church premises unless access to the premises is required as part of their role or for regular hire of the premises. I have never been convicted or cautioned for any offence concerning children, young people or vulnerable adults.	**These keys/pass/entry code are issued to you under the following conditions.** 1. You shall not have any copies made from the keys/pass. 2. These keys/pass should not be lent to anyone else. 3. On completion of your term of office these keys/pass shall be returned to the 'Church Keys Officer' and not handed over to another person. 4. Where entry code numbers are given instead of a key/pass this information will not be given to anyone else. I accept the above conditions of issue.
Signed: **Date:**	**Signed:** **Date:**

Keys Issued:

1.
2.
3.

A COPY OF THIS AGREEMENT SHOULD BE RETAINED BY THE KEYHOLDER AND THE LOCAL CHURCH, WHERE IT WILL BE RETAINED IN A SECURE AND CONFIDENTIAL MANNER.

NB. All information will be held in accordance with current data protection legislation.

The Methodist Church

Keyholder 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 a keyholder for **[insert name of church/building]**. 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 keyholder activities.
- 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:
(Amend or add additional processing activities to fit individual circumstances)

- to maintain an electronic record of those who are willing to act as a keyholder for **[insert name of church/building],** held by **[insert role of person maintaining record]**
- to provide contact details of keyholders to parties who may need access to the building including emergency services/maintenance contractors and users of the facilities
- to display keyholder details in the following locations: **[add details of location, website or publication, if applicable]**
- to inform you of information and updates that may be relevant to your role as keyholder.

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 keyholder within the Methodist Church in accordance with safeguarding policy and practice.
- 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 in confidence and will be shared only where necessary with other members of the church or those engaging with church in order to facilitate the role and activities identified above.

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 keyholder contact details will be retained for the period of their engagement in the role.

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.

7. 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
Tel: 0161 235 6770

Further information is available from the TMCP website: https://www.tmcp.org.uk
If you have any queries about data processing for keyholders, please contact a local minister or safeguarding officer.