

LONDON DISTRICT: DIRECTORY DATA PROTECTION STATEMENT

By virtue of their availability in *The Minutes of Conference* the details of ministers are deemed already to be the public domain and therefore their details will automatically be printed in the District Directory, unless there are exceptional circumstances which the minister will need to make known to their Chair of District. The District holds lay members data with a legitimate interest in ensuring that relevant and timely information is shared and exchanged, however we have sought explicit consent to publish lay contact details in the District Directory to ensure that all parties are aware of its printed nature. You may therefore find that some contact details have been omitted from this Directory, and in these cases, if you require to get in touch with an individual, please contact the Circuit Administrator in the first instance. Consent is sought from lay members every two years.

This District Directory is circulated to the members of the District Synod, other key office holders in the District (namely Circuit Administrators, Senior Circuit Stewards and District Chairs/Convenors of Groups), District representatives to Conference, and to additional individuals within the Connexional Team. The Directory is not provided to any other third party and we would strongly advise that copies be locked away and not left in public spaces, thereby acknowledging and respecting that this Directory contains personal contact information. Any lay person wishing to opt out of having their details included in future editions of the Directory should contact the District Office.

The Directory, while printed and distributed to those named above, is stored electronically on the District's Sharepoint account, and continuously maintained within our CRM system on Beacon. This information is not available publicly and can only be accessed via secure passwords and multi-factor authentication (MFA).

The District uses the data to contact individuals and groups concerning the operative working of the District, i.e. informing of and inviting to training events, and information sharing.

Full details of how and why we use data is available on our data protection page of our website - www.methodistlondon.org.uk/data-protection-privacy-policy.

Please contact the District Admin Team if you have any questions on data protection (contact details on the back page of Directory or via the Contact US page on the website).

The London District of the Methodist Church is a registered charity.
Charity No. 1134871

This policy was last reviewed May 2023