

**SAFEGUARDING FORM A Part 1****REGISTRATION FORM FOR VOLUNTEERS**

Please complete this form as your first step in offering to help.

**Part A – for all roles**

|       |  |
|-------|--|
| Role: |  |
|-------|--|

**Personal Details**

|  |  |  |  |
|--|--|--|--|
| Full name:   |  | Title:                                 |  |
| Address:   |  |  |  |
| Telephone:   |  | Mobile Telephone:                      |  |
| Email:   |  |  |  |
| Current church:  |  | Current circuit:                       |  |
| How long have you lived at the above address?<br><i>If less than twelve months, please give the following information:</i> |  |  |  |
| Previous Address:  |  | How long there?                        |  |
| Church attended in previous location:  |  | Name of Minister in previous location: |  |

**References** - Please give details of two people, not family members, who know you well.

| Referee 1                |  | Referee 2                 |  |
|--------------------------|--|---------------------------|--|
| Name:                    |  | Name:                     |  |
| Address:                 |  | Address:                  |  |
| Telephone:               |  | Telephone:                |  |
| Email:                   |  | Email:                    |  |
| Position or relationship |  | Position or relationship: |  |

I confirm that my referees consent to their personal data being shared with the Methodist Church for the purpose of contacting them for a reference. Please tick

**Previous Experience** – please give details of previous experience, if any, of working in a similar role.

**Relevant qualifications** – please give details of any relevant qualification(s) or appropriate training for this role

**Training** – have you successfully completed any of the following training programmes?

|   |        |                        |        |
|---|--------|------------------------|--------|
| Creating Safer Space – Foundation Module  | Yes/No | If yes, when?          |        |
| Creating Safer Space – Advanced/Leadership Module   | Yes/No | If yes, when?          |        |
| Other modules or top up training  | Yes/No | If yes, what and when? |        |
| Are you prepared to undertake further training as agreed or as the Methodist Church requires? |        |                        | Yes/No |

**Part B** – you only need to complete this section if the role you are interested in specifically works with children, young people or vulnerable adults and/or the role requires a DBS check (refer to role outline)

|                       |  |                |  |
|-----------------------|--|----------------|--|
| Former name (if any): |  | Date of Birth: |  |
|-----------------------|--|----------------|--|

If you decline to undertake initial safeguarding training or further training the Church Council/ Circuit /District (*delete as appropriate*) will be entitled to withdraw your authority to work with children, young people or vulnerable adults.

Please refer to Methodist Standing Order 660 and 010 regarding the safer recruitment of those offering to work with children, young people or vulnerable adults.

I confirm that the above details are correct and complete.

Signature:

Date:

*Form A – Part 2 Volunteer Agreement and the Confidential Declaration must also be completed.*

## VOLUNTEER PRIVACY NOTICE

### 1. Why have I been given a privacy notice?

You have been given this privacy notice because you have volunteered to undertake a role 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 activities for which you have volunteered and in compliance with the policies and procedures of the Methodist Church.
- Your data 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 & add additional processing activities specific to the role undertaken.)*

- to maintain a record of contact details of those who undertake voluntary activities on behalf of the Methodist Church, to facilitate your engagement with those activities
- to obtain and record your personal details to facilitate a DBS application, if it is required for your role
- to retain records of any voluntary or compulsory training that you undertake
- to maintain contact details so that we can inform you of information and updates that may be relevant to your role or other church activities in which you may wish to participate.

#### 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 voluntary role specified in this form in accordance with safeguarding policy and practice.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement (DBS Applications).
- 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.

### 3. Sharing your personal data

Your data will be held securely and only shared for the purposes above within the Methodist Church. This will include records held by [church/circuit/district] being shared with the Connexional Team in order to validate compliance with safer recruitment and safeguarding policies and procedures.

You will be informed if any further sharing of information is deemed necessary and your consent for this will be obtained, where appropriate.

**4. How long do we keep your personal data?**

Records will be held for the period during which you consent to undertake this role.

**5. Your rights and your personal data**

You have the following rights with respect to your personal data: -

- 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 your personal data is erased where it is no longer necessary for the Methodist Church to retain such data
- 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.

**6. 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](mailto: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 your role or this application, please contact a local minister or safeguarding officer.