

# METHODIST MINISTERS’ HOUSING SOCIETY

3rd Floor, Methodist Church House, 25 Marylebone Road, London NW1 5JR

Tel: 020 7467 5272 (General Enquiries) 020 7467 5271 (Maintenance) Fax: 020 7467 5231 E-mail: [admin@mmhs.org](mailto:admin@mmhs.org).uk

## Data Protection Information

### **1 About Data Protection**

a) The Society holds or will be holding personal information about you. This information is known as data. This data relates to your housing with the Society. The data can be both personal and sensitive. The Society is required to handle that data with appropriate care. The guidelines for appropriate care are set out in law, in this case principally the Data Protection Act 1998 and other laws which also give you access rights. Data can be held in manual records such as a filing system or on a computer base and refers to living people. An example of personal data is your name, address and telephone number.

b) It is sometimes necessary for personal data to be passed to or released to third parties. The Society uses a variety of third parties to conduct its affairs. These third parties act on the Society’s behalf .

c) The Society will

\* use your data for the purpose for which it is originally intended

\* take good care of it (this includes physical security management of your data)

\* use it fairly and make sure it is adequate, relevant, accurate as necessary, not excessive and not held longer than necessary

\* not sell your data, use it for direct marketing and not transfer to other countries without adequate protection

\* make your data available to the Society staff (including temporary, casual or voluntary appointments) and Members of the Board of Management as appropriate and necessary

\* only when appropriate and necessary,make sensitive personal data available to Society staff and Members of the Board of Management. An example of sensitive data is physical or mental health. We confirm that for sensitive data, the Society will first seek your explicit consent before release

2 Third Parties

We have or are arranging for third parties to complete a declaration to the affect that they are bound to comply with the Data Protection policy that we have in place. This means that our third parties must treat any data we supply to them about you, in the same manner we are required to. The list is not limited to those third parties detailed, but is an indication of the range of current or potential third parties such as; solicitors, surveyors, estate agents, valuers, auditors, contractors, engineers, external administrators and other relevant Methodist Church departments.

###### Who should sign the General Authority

In signing this authority you are agreeing to personal data being available to Society Staff, Members of the Board of Management and third parties when appropriate and necessary. This should be signed by the Society tenant. When a married tenant passes away, the widow/widower will be asked to sign a fresh authority.

###### 4 Miscellaneous

\* All normal rules of confidentiality still apply.

\* Any udpates on data protection matters will be notified to you

\* Please keep this Data Protection Information for your own records and complete, sign and date the General Authority.

\* The General Authority is detachable and follows on page 2 and we ask that it is returned to the Society as soon as possible.

\* If you have any questions on Data Protection, please contact the Society’s Legal Section.



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## General Authority

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| your title :  (PLEASE TICK/STATE ACCORDINGLY) | Reverend | Deacon/Sister | Mr | Mrs | Miss/Ms | Dr. | Initials after name | Other |
| your full name :  (PLEASE USE CAPITAL LETTERS) |  | | | | | | | |
| new postal address:  (PLEASE USE CAPITAL LETTERS) |  | | | | | | | |
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I have read and understood the Data Protection Information which accompanies this General Authority and I give my authority for the release of my details.

|  |  |
| --- | --- |
| signed: | …………………………………………………………………. |
| date of signature: | …………………………………………………………………. |