

OFFICE HOLDERS

Please print, and use **black ink**.

Title: Christian name:

Known as: Surname:

Position(s) held and where:

1.
2.
3.
4.
5.

(If Church Warden please also state name of previous office holder):

Your preferred contact address:

Post code:
Telephone number:
Mobile number:
Email address:

Please tick **one** of the boxes and provide additional direction below.

- All information 'Public'** – anyone registered in the Contact Management System (CMS) Database can see your information.
- All information 'Diocese'** – someone approved by the Diocese and in a role within the Diocese of Canterbury (or in the deaneries of Jersey or Guernsey) can see your information. (This is the normal/default setting).
- All information 'Private'** – only limited staff in the Diocesan Office(s) can see this information. (Only choose this option if you have a special reason for keeping your information private).

It is possible to select different permissions for different parts of your data, for example public email address and private mobile number. Please specify here if applicable.

.....
.....

Signature:..... Date:

Printed name:

How we use your data and where it is stored

The personal data held by the Diocese of Canterbury will be used to maintain a record of your appointment(s), facilitate communication between departments of the diocesan administration and appropriate groups of parochial officers. This includes entries for you in:

- Diocesan databases in electronic format (only accessible to those in the Diocesan Office(s)).
- Contact Management System (CMS) Database accessed via the internet but only accessible to those within Canterbury Diocese or in the deaneries of Jersey and Guernsey using a user name and password and approved by the Diocese.
- National Directory accessed via the internet (public) accessible by those registered to CMS in any diocese in the country.

Please complete the fields overleaf and tick the appropriate boxes. We will take it that your permission is given for as long as you hold this or any other office within the Diocese of Canterbury (or the deaneries of Jersey or Guernsey), or until you withdraw that permission (whichever is the shorter period). We will assume permission is granted to publicise all of this information unless you specifically request us to withhold any part of those details.

Please note if you change your name for any reason a new Data Protection must be completed.

We will treat your personal data within the best practice guidelines of data protection.

It is not our practise to make data available, whether by mailing list or in any other format, to outside organisations. This restriction applies not only to commercial enterprises but extends also to voluntary sector and charitable bodies. We will, if applicable, pass this information onto other bodies such as The Pensions Board or Clergy Payments.

Please complete and return this form to:

Mark Binns
Diocesan House
Lady Wootton's Green
Canterbury
CT1 1NQ

01227 459401
mbinns@diocant.org

Additional copies of this form are available to download at:

www.canterburydiocese.org/media/forms/dataprotection/form.pdf