

DATA PROTECTION FORM

Churchwardens, PCC Secretaries and PCC Treasurers

After completion, please take a copy of this form for your own records

Please take a few minutes to read and complete this document which we are required to send you in order to comply with data protection legislation. This notice has been prepared by the Diocese to fulfil those requirements.

For what purposes is your information/contact details held?

We need to maintain a record of your appointment(s) and if applicable to pass this information on to other bodies. Further information on who we share information with, and why, can be found in our privacy notice on our website: <https://www.gloucester.anglican.org/welcome/legal-info-and-cookies/>

1) Diocesan Database

The Diocesan offices maintain an online database, using the Church of England's Contact Management System. This is only accessible by Diocesan Staff and other officers within the Diocese who are authorised to access the system (currently only Area Deans). The database is used for the following purposes:

- a) To enable Diocesan Staff, Bishop's Office Staff and other authorised users, to contact you
- b) For mailings of relevant material from Diocesan Staff.
- c) To identify training needs and keep records of training undertaken.
- d) To maintain such records as are necessary for the carrying out of the Diocese's legal functions.
- e) To administer elections under the Church Representation Rules.
- f) To provide statistics to the national church.

It may be possible in future to provide access to the Diocesan Database to those who hold a role within the Diocese, eg clergy, PCC secretaries and Churchwardens.

2) Diocesan Directory

The last printed edition of the Diocesan Directory was in 2018. At present there are no plans to produce a further printed edition, however we are currently exploring an online edition. This would be available to the general public.

Please complete the form overleaf to indicate the level at which your information/contact details can be used. We shall take it that your permission is given for as long as you hold this, or any other office in the Diocese, or until you withdraw that permission.

Please note that if you change your name for any reason, a new Data Protection Form needs to be completed.

If your information changes, you step down or take on a role, or you wish to update your permissions, please contact the Office Manager via churchhouse@glosdioc.org.uk or by writing to us at Gloucester DBF, Church House, College Green, Gloucester GL1 2LY

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Full Name (inc title):

Address:

Telephone number:

Please indicate if home or work

Mobile telephone
number:

Email address:

Current position held:

In the parish/benefice of:

Please tick one of the boxes below:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Public – your information/contact details can be included on any future public directory

Diocese – your information/contact details can be visible to diocesan staff, diocesan officers and those others provided access to the Diocesan Database (currently Area Deans)

Private – your information/contact details should only be visible to Diocesan staff and Bishop's Office staff via the Diocesan Database

It is possible to select different permissions for different parts of your data, for example you could choose different levels for your address, home telephone number, mobile telephone number and email address. If you wish to do so, please specify below.

Signed

Date

Please return your completed form to the Office Manager at churchhouse@glosdioc.org.uk or to Gloucester DBF, Church House, College Green, Gloucester GL1 2LY