**St Mary’s Bletchingley**

**GENERAL DATA**

**PROTECTION**

**(GDPR)**

**REGULATION**

**2019**

1. General Data Protection Regulations were introduced last year and as a result we, the Parochial Church Council (PCC), are required to obtain your consent for holding and processing your personal data. We require this data so that we can contact you on matters relating to the running of our church eg.

* + Service dates and times
	+ Meetings
	+ Social and fund raising functions
	+ Courses
	+ Church related administrative matters ie committee meetings
	+ Bellringing and Choir related functions
	+ Where a member is on the PCC, PCC related matters

2. We will only hold names, addresses, email addresses, and phone
numbers on St Mary’s GDPR register / directory
In the case of children all correspondence will be through their parents or guardians, up to the age of 16. No child will be contacted directly., (other than through verbal communication)
We will hold this data securely and it will only be available to the Clergy team, Churchwardens, Church Administrator, PCC Secretary and those that run groups within the church.
We will not distribute it to third parties without your explicit consent
The register will be updated every six years at the same time as the Electoral roll. Whilst we will do our best to maintain the register, in
between time, we will request that you keep us aware of any changes to your data.
Data will not be kept longer than necessary.

3. Please check that your personal data is correct.
You may withdraw your consent to us holding your personal data at
anytime by informing the PCC Secretary.
We will obtain your consent to use photos of church services or social
gatherings on our website, Facebook page or any publicity that may
occur. Please indicate by ticking the appropriate box on the consent form.

**St Mary’s Church Bletchingley**

**CONSENT FORM FOR ST MARY’S TO HOLD YOUR DATA**

Your privacy is important to us and we would like to communicate with you about the church and its activities. To do so we need your consent. Please fill in your name, address and contact information below and return the form to the mail box on Church House

You can find out more about how we use your personal data by reading our Privacy Notice opposite\*

If you are aged under 16 please ask your parent, or guardian to complete this form on your behalf giving their own contact details.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If aged 16 or under please ask your parent or guardian to fill in their own details**

**Name of parent/guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **I am happy that photos, which include me, be used on the website,
 Facebook page or in publicity material.**

**If you are a Role holder ie Churchwarden, PCC Secretary, PCC Treasurer, Gift Aid Secretary, member of Deanery, Diocesan or General Synod, Safeguarding Officer, Reader or Church Administrator please read overleaf:**

The PCC Secretary is required to inform the Diocese and Deanery of the names of the major role holders within the parish.

Please could you complete the following to give your consent to this. The Diocesan Privacy Notice is available on St Mary’s website

I give my consent to my contact details being sent to the Diocese and Deanery

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**