

**DATA PROTECTION NOTICE - Data Protection Act 1998 LAY APPOINTMENTS ONLY**

**PLEASE TAKE A COPY OF THIS FOR YOUR OWN RECORDS**

Please take a few minutes to read 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 held?**

We need to maintain a record of your appointment(s) and, if applicable need to pass this information on to other bodies, such as The Pensions Board or Clergy Payments and also to hold information with regard to payment of expenses and suchlike.

To include entries for you in:

- 1) Diocesan Database in **electronic form; (only accessible by named roles across the Diocese)** and
- 2) National Database on the **internet (public)**

Please complete the section below. **Although you have the right to opt out of sharing any data, before doing so, we ask that you consider this carefully as you may miss out on vital communications from us.**

If you would kindly tick the boxes below, 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 (whichever is the shorter period). You will appreciate that if you withdraw your permission, wholly or for certain types of use, although we will do our best to change the various entries, we shall not be able to modify printed documents already in circulation.

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

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

**IMPORTANT NOTE:** The basic information listed in the database will be your name, address, contact details with telephone numbers and e-mail address, relating to the appointment you hold, which is taken from your appointment form on arrival in the post. 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 BE VERY CLEAR OF YOUR INTENTIONS WHEN DOING THIS.**

I ..... **(Please state full name and title)**

Position/s held ..... OF .....parish.

**Address:** .....

**Telephone number:** .....**Email address** .....

**Please tick one of the boxes below and provide any additional wishes below**

- Public** – Anyone can see your data
- Diocese** – Someone approved by the Diocese and is in a role across the Diocese can see your data
- Private** – Only limited staff at the Diocesan office can see your information

It is possible to select different permissions for different parts of your data, for example you could choose different levels for a home telephone number and a mobile number, please specify here:

.....

Signed:..... Date: .....

**Please return your form signed to Jubilee House, Westgate, Southwell, Nottinghamshire NG25 0HY. You can also scan and email this form to [reception@southwell.anglican.org](mailto:reception@southwell.anglican.org)**