

# The Claydon Group of Churches

*Serving the parishes of Claydon and Barham, Henley and Great Blakenham*

Your privacy is important to us, and we want to communicate with church members in a way which has their consent, and which is in line with UK law on data protection. As a result of a change in UK law, we now need your consent to how we contact you. Please fill in the contact details you want us to use to communicate with you:

Name \_\_\_\_\_

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

\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

By signing this form you are confirming that you are consenting to the PCCs within the Claydon Group of Churches holding and processing your personal data for the following purposes *(please tick the boxes where you grant consent)* :-

I consent to the church contacting me by  post  phone  email.

Please keep me informed about news, events, activities and services within the benefice via the weekly pew sheet by email *(note you can unsubscribe from the church email at any time)*.

To use my data for record keeping and administration for Weddings, Funerals, Baptisms.

To include my name on the prayer card, sick list, website, news sheet or any other church document with my PRIOR consent. *(For example, we often include names of the sick on our weekly pew sheet. **We will always ask you first**).*

To include my details in the 'Church Directory' and/or Electoral Role which is used by the Claydon Group of Church's Ministry Team and others, such as Treasurers and Secretaries, who hold key roles.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from your PCC secretary.

We will not pass your details on to third parties, including selling your details or signing you up unknowingly to newsletters, offers or any other third party communications.

We will not give your details to the Diocese of St Edmundsbury and Ipswich without your consent. You can sign up to the Diocese e-news by visiting [www.cofesuffolk.org](http://www.cofesuffolk.org) at any time.

You can withdraw or change your consent at any time by contacting the PCC secretary of your church. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.