

The Catholic Parish of St Thomas of Canterbury and English Martyrs, Royston

Your privacy is important to us, and we want to work together with our community and 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 for us to hold your personal data and to how we contact you. The information gathered in this form helps the parish in its work in the community, to provide a better service to its parishioners and to realise its objectives. It enables us to contact you and for the work of volunteers and ministers in the Parish to be co-ordinated. The information will be held securely in locked cabinets, and where it is held on computer it will be encrypted and password protected. Access to the information will be restricted to the registered Data Controller, the parish priest and lay people authorised by him. It is intended to renew this information every five years. **All previous personal information held by the Parish cannot be used after 25th May 2018 without your written consent and will be shredded or deleted.** Please sign below to give your consent to the parish holding and processing the information given.

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 Parish of St Thomas of Canterbury and the English Martyrs, Royston holding and processing your personal data for the purposes declared above and using this data to contact you (please tick the boxes where you grant consent):

I consent to the Parish holding and processing my information.

I consent to the Parish contacting me by post phone or email.

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 or include you on a rota); 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 on the Church Notice Board and available from our website or from the Parish Office.

You can withdraw or change your consent at any time by contacting the Parish Priest at The Parish Office, 6, Melbourn Rd, Royston SG8 7DB, Royston@rcdow.org.uk, 01763 243117. 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.

The Parish of St Thomas of Canterbury and the English Martyrs is part of the Diocese of Westminster. The Westminster Roman Catholic Diocese Trustee ('WRCDT') is a registered charity, registration number 233699 and is the Data Controller registered with the Information Commissioner.