



Sarah Cooper
Parish Administrator
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Dear Church member or Church friend

Your privacy is important to us, and we want to communicate with church members and friends 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 PCC of St Thomas', Groombridge, 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 or email.

To keep me informed about news, events, activities and services at St Thomas' Church

To including my details in the 'Church Directory' which is circulated to Church Members. This helps people who need to swap rota duties from time to time.

To share my contact details with the Diocese of Chichester so they can keep me informed about news, events, activities and services that will be occurring in the diocese and which are directly relevant to the role I am undertaking. This is more relevant for members who are on the PCC or Deanery Synod.

Signed: _____ Dated: _____

An electronic signature is acceptable. 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 the Parish Office.

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 Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

We will also be asking those who lead our various groups and activities to send this form out to their own groups and email lists. We are trying to avoid duplication and apologise if you are troubled by St Thomas' on more than this one occasion.

Thank you for your co-operation.

St Thomas' PCC is a Registered Charity, No