

ST PAUL'S PARISH, POYNTON – REGISTRATION OF CONTACT DETAILS

For Canonical, administrative and organisational purposes, the parish needs to keep a record of its parishioners' contact details.

The information you provide on this form will be held on the St Paul's secure Parish database until you are no longer a member of the parish, or you ask us to remove your details from our records.

This information will be used by the parish to keep you up to date with any events, activities and involvement you have with the parish.

1. Please fill in the form below, or complete the internet form at stpaulspoynton.org.uk/contacts/online-consent/parish-database-2019
2. Please complete this form in BLOCK CAPITALS for each individual adult parishioner. Children's details are not needed when they are contacted via their parents.
3. Remember to tick the opt-in boxes, and place the completed form into the collection box that is at the back of church or in the parish office.

Parishioner contact information	<input type="checkbox"/> Please tick this box to confirm these details have been freely given, and that these details can be included in the St Paul's Parish database. See privacy notice [1].
	Title
	Surname
	First name (preferred)
	Address

	County
	Postcode
	Email (preferred)
Telephone (preferred)	
Mobile (preferred)	
Parish volunteers	Extra permission is needed from parish volunteers. <input type="checkbox"/> Please tick this box to include my details on the St Paul's volunteer contact list; these details will be shared with other parish volunteers. See privacy notice [2]

PRIVACY NOTICES – You may detach this A5 sheet for your own records

St Paul's Parish is advised by the Diocese of Shrewsbury on its procedures for personal information data protection, GDPR (General Data Protection Regulations) compliance and safeguarding. You may view Diocesan policy and advice at www.dioceseofshrewsbury.org/about-us/parish-docs.

Privacy Notice [1] - Parish Database Form

(taken from Diocese's template document *Parish-Database-Privacy-Notice.docx*)

The parish of St Paul's sometimes collects personal information about parish members. We try our best to ensure that all personal information that is collected about parish members is collected, processed and stored in accordance with the General Data Protection Regulations. The personal information that we collect is retained only as necessary and used by the Parish, or the Diocese for the benefit of the Parish Community and is not transferred to any external third party for marketing or fundraising purposes. You can read our full privacy notice at www.dioceseofshrewsbury.org/about-us/privacy-notice.

Privacy Notice [2] - Regular Adult Parish Volunteer

(taken from Diocese's template documents *Regular-Adult-Volunteer-Form-With-Rota.docx* and *Regular-Adult-Volunteer-Form-without-rota.docx*)

You have kindly agreed to volunteer in St Paul's parish. By completing and submitting this form you agree to your personal details being shared with other volunteers as necessary including the volunteer rota coordinators. If you have any questions about how your personal information will be used then please contact the St Paul's Parish Office team.

(As well as the for the Parish database) the information collected about you on this form will be used for the purpose of organising the parish rotas. Your personal details will not be used for any other reasons *(other than their use for the Parish database)* and your personal details will be deleted and removed from our volunteer list immediately upon your request. You can read our full Privacy Notice at www.dioceseofshrewsbury.org/about-us/privacy-notice.