

**Please take a copy of this form for your own records.**

The Diocese of Derby is required by law to process your information in accordance with UK-GDPR and the Data Protection Act 2018.

You are being asked to complete this form as you hold a position within the Diocese of Derby. It is our responsibility to ensure we have the most up-to-date contact details to enable us to process your data in accordance with the law. Consent is not necessary for the processing of personal data in relation to the Church Electoral Roll or PCC due to lawful bases applying.

This form explains how we collate, store and use your data and should be read in conjunction with our [Data Privacy Notice](#).  
***If this form is provided in hard copy version, a hard copy of the privacy notice must also accompany it.***

#### **Your Data**

- The information listed on the database will be your title, name, address, telephone numbers, e-mail address and role(s).
- Your information will be stored on the Diocese of Derby's secure electronic Contact Management System (CMS).
- Your data will be used to maintain a record of your appointment, facilitate communication between departments of the diocesan administration and appropriate groups of parochial officers.
- Your data can be accessed by diocesan officers authorised to use the CMS.
- If you hold a licenced position within the diocese (clergy, readers and churchwardens) your data will be shared with the Church of England's national database.
- Your data will be held for as long as you hold a position within the diocese. When you leave this position, we will keep a historical record of the post(s) you held and when. Your contact details will be deleted from the CMS as soon as is practical.

#### **Sharing information**

Within UK-GDPR regulations we will not make data available, whether by mailing list or in other format, to outside organisations, except as exemplified in Annex 1 of the Privacy Statement: [derby.anglican.org/en/privacy-policy.html](http://derby.anglican.org/en/privacy-policy.html). We will, if applicable, pass this information on to other bodies, such as The Pensions Board or Clergy Payments and also hold information with regard to payment of expenses and such like, and where the law requires us to do so.

#### **Updating your Information**

Please complete the fields below to enable us to update your information. If you change any of your personal details including your role, you must inform us so we can keep our records up to date.

Please complete the fields below

Full name and title: ...Mrs Kelly Martin.....

Position/s held: Lay Pioneer Minister.....

of.....St Alkmund.....church,

in the parish of St Alkmund and St Werburgh....., in the deanery of .....Derby City.....

Address: 51 Leaper Street DE13NB.....

Home number:.....Mobile number:.....07376116234 .....

E-mail:.....missionhousederby@gmail.com .....

Signed:...K.Martin.....Date:.....20/08/2024 .....

By signing this form you confirm you have read and understood that the diocese will process your data in accordance with legitimate interest in order for you to fulfil your role.

Please return your form **signed** to Derby Church House, Full Street, Derby, DE1 3DR or you can email it to [enquiries@derby.anglican.org](mailto:enquiries@derby.anglican.org). If you need to discuss this further, please contact Derby Church House Executive Officer.