



Please take a few minutes to read this document which sets out how the Diocese of Derby will use and store your information in line with the Data Protection Act 1998.

What information we hold

The basic information listed on the database will be your title, name, address, telephone number and e-mail address. The data will also include reference to the office held.

How we use your data and where it is stored

The personal data contained within the Database will be used to maintain a record of your appointment, facilitate communication between departments of the diocesan administration and appropriate groups of parochial officers.

This includes entries for you in:

- 1) Diocesan database in electronic format; (only accessible by named roles across the diocese using a login and password) and
- 2) National database on the internet (public), but only accessible by those registered in the database. You can opt out of the national database.

It is **not** our practice to make data available, whether by mailing list or in other format, to outside organisations. This restriction applies not only to commercial enterprises but extends also to voluntary sector and charitable bodies. 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.

Updating your Information

Please complete the fields below and tick the appropriate box. We shall take it that your permission is given for as long as you hold this or any other office in the Diocese of Derby, or until you withdraw that permission (whichever is the shorter period).

We will assume permission is granted to publicise all of this information unless you specifically request us to withhold any part of those details.

Please note if you change your name for any reason, a new Data Protection form must be completed.

We will treat your personal data within the best practice guidelines of data protection.

Full name and title:

Position/s held: **of** **Church**

Address:

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Home Tel No: **Work Tel No:**

Email:

Please tick one of the boxes and provide any additional direction below:

- Public** – Anyone registered in the CMS Database can see your data
- Diocese** – Someone approved by the Diocese and in a role across the Diocese can see your information.
(This is the normal/default setting.)
- Private** – Only limited staff at the Diocesan Office can see your information.
(Only choose this option if you have a special reason for keeping your information private.)

It is possible to select different permissions for different parts of your data, for example public email address and private home telephone number, please specify here if applicable.

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Signed: **Date:**