 January 2019

Dear Retired Clergy Colleague

Due to recent changes to data protection legislation that is designed to reduce unwanted intrusions, we all now have to opt in to communications that we would like to receive.

This affects data concerning retired clergy in two ways. Firstly, no one can pass on your contact information without your consent and no one can use that information unless you ask them to do so.

As a resident within Bristol Diocese, we would love to keep in touch with you in ways that you would appreciate and filling in this form would help us to do that. If we don’t hear from you, unless you have PTO, you won’t hear from us. The address/email address for returning the form is overleaf.

**Personal Details - Please print:**

First Name(s): Known as:

Surname: Title:

Your contact address:

Post code: ………..

Telephone number: ………..…. Mobile number

Email address:

The above data will be held in the Bristol Diocesan database and used by Diocesan staff to contact you with information about upcoming events and invitations as well as Diocesan news. We have a number of volunteers who are the Regional and Deanery Retirement Officers who would also like to be in touch with you from time to time. We prefer to contact you by email if at all possible.

I give permission for my contact details to be used to contact me in future:

Address: Yes 🞐 No 🞐

Home Tel: Yes 🞐 No 🞐

Mobile Tel: Yes 🞐 No 🞐

Email: Yes 🞐 No 🞐

Signed: date:

**Information**

Thank you for completing this form. We will take it that your permission is given for as long as you are living in the Diocese, or until you withdraw that permission (whichever is the shorter period). If you withdraw your permission, wholly or for certain types of use, we will change the various entries for the future.

Should any of your details (address, home telephone number, mobile number, or email address) change, please do let us know by contacting us at the address on the bottom of this page, telephoning 0117 906 0100, or emailing us at:

data@bristoldiocese.org

Please note that if you change your **name** for any reason, a new Data Protection Form needs to be completed.

We will treat your personal data within the best practice guidelines of data protection. We do **not** pass information on to any other organisations except where required by law.

**Complaints**

The designated Data Protection Officer for the Diocese of Bristol is Sally Moody, Head of Property and Governance.

If you have any complaints about the processing of data by Bristol Diocesan Board of Finance you should, in the first instance, contact her by email [sally.moody@bristoldiocese.org](mailto:sally.moody@bristoldiocese.org) or by letter:

Mrs Sally Moody, Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol BS34 8YU.

If you are not satisfied, the next stage is to contact The Information Commissioner’s Office: website: [www.ico.gov.uk](http://www.ico.gov.uk), Enquiry Line: 0303 123 1113