

 **DIOCESE OF  
OXFORD**  
**OFFICE HOLDERS' FORM**

**Data Protection Act 1998**

Each person who holds a stipendiary, non-stipendiary or voluntary office in any parish in the Diocese, or whose name appears in the current Year Book (from Jan 2011 the Diocesan Directory) is asked to complete this form. Please read the information on the reverse of this form.

**Please print:**

Christian Name:

Initials:

Surname:

Title:

Gender: M/F (if female clergy, Miss / Mrs / Ms – please delete as appropriate)

Parish or Parishes in which you hold office:

Office(s) held:

(if replacing someone please state name of previous office-holder if known):

Please list here any other capacities in which you appear in the current Year Book (e.g. Diocesan Synod member, Board Secretary, officer of a church society or institution represented in the Diocese). Please continue overleaf if necessary:

Your preferred contact address:

Post code:

Telephone number:

Email address:

Fax number:

Alternative telephone number:

**I hereby give permission for this data to be held in the Office-Holder database and used by Diocesan Church House for administrative purposes.** (This is necessary in order for us to ensure that you receive appropriate Diocesan information and mailings).

**I also give permission for my details to be published in:**

	<b>YES</b>	<b>NO</b>
<b>THE DIOCESAN DIRECTORY*</b>	<b>[ ]</b>	<b>[ ]</b>

We would like to publish your details in the Diocesan Directory. We ask you to think very carefully before refusing permission for this, as others will be unable to contact you.

*\*This is an on-line directory which is password protected and only available to people who have an entry in the directory. There is also a printed version available for people to purchase from Diocesan Church House.*

Signed: .....

Date:..... Printed name:.....

**Please return this form to The Data Protection Officer, Church House, North Hinksey Lane, Oxford OX2 0NB in order to appear in the Diocesan Directory.**

## Information

Thank you for completing this form. We shall take it that your permission is given for as long as you hold this or any other office 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, but we shall not be able to modify printed documents already in circulation.

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. Information about how the Data Protection Act applies to parishes in the Oxford Diocese is on our own website. If you have any specific concerns about how the Data Protection Act applies to Churchwardens, you are welcome to contact the Diocesan Registrar.

The designated Data Protection Officer for the Diocese of Oxford is the Diocesan Secretary, Mrs Rosemary Pearce.

The Data Protection Commissioner's Information Line  
Diocesan Registrar  
Church-related details can be found on the diocesan website  
The Data Protection Commissioner's Web Site:

01625 545 745  
01865 297208  
[www.oxford.anglican.org](http://www.oxford.anglican.org)  
[www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)

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