

Diocese of Oxford

Data Protection Act 1998



OFFICE HOLDERS' FORM

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

Please print, and use black ink.

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 churchwarden please also state name of previous office-holder):

Please list here any other capacities in which you appear in the 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 my 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:

YES

NO

THE DIOCESAN YEAR BOOK

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

Signed:.....

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

Please return this form to The Data Protection Officer, Church House, North Hinksey Lane, Oxford OX2 0NB

Information

If you would kindly sign the form and tick the box overleaf, 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). You will appreciate that if you withdraw your permission, wholly or for certain types of use, although we will do our best to change the various entries, we shall not be able to modify printed documents already in circulation or withdraw copies of the Year Book on sale or in stock.

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 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	01625 545 745
Diocesan Registrar	01865 297208
Church-related details can be found on the diocesan website	www.oxford.anglican.org
The Data Protection Commissioner's Web Site:	www.dataprotection.gov.uk

Please return this form to The Data Protection Officer, Church House, North Hinksey Lane, Oxford OX2 0NB