

Please use BLOCK CAPITALS to complete the form.

Christian Name		Initials	
Surname		Title (eg Rev/ Mrs/Canon)	
Gender	Male / Female		
Preferred contact address		Post Code	
Email address			
Phone number (indicate home/work)			
Mobile number			

Parish Office held, eg PCC Secretary, Treasurer, Church Warden, Deanery Synod Rep	Parish	Start date	Name of previous office-holder if known

Name of any Diocesan Board(s), Committee(s) or Council(s) of which you are a member:

I give permission for this data to be held in the Office-Holder Database and used by the Oxford Diocesan Board of Finance for administrative purposes:

Signed:

Date:

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 would be unable to contact you. It 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 Church House.

I give permission for my details to be published in the Diocesan Directory:

Signed:

Date:

Why have we asked you to fill in this form?

We are grateful for the support of all those who serve the Diocese. Each person who holds a stipendiary, non-stipendiary or voluntary office in any parish in the Diocese, or whose name appears in the Diocesan Directory, is asked to complete this form. It will help us to help you if we have all your details from the start. It will ensure that you receive appropriate Diocesan information and mailings.

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.

For more help

Information about how the Data Protection Act applies to parishes in the Oxford diocese is on our website at: <http://www.oxford.anglican.org/wp-content/uploads/2013/01/data-protection-act-advice.pdf>.

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, Canon Rosemary Pearce.

Diocesan Registrar	01865 297208
Church-related details can be found on the diocesan website	www.oxford.anglican.org
The Information Commissioner's Office website	www.ico.gov.uk
The Information Commissioner's Office helpline	0303 123 1113 or 01625 545745

This form can be found on the diocesan website; search for Office Holders Data Protection Form.