**St Davids Diocesan Board of Finance - Data Protection Form**

Each person who holds any office in the Diocese of St Davids, or whose name appears in the Diocesan Year Book and Directory, is asked to complete this form. Please read the information on the back of this form before completing and returning the form to us.

Please **print** using **black ink**

Title: \_\_\_\_\_\_\_\_\_\_\_\_ Christian Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Known as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your preferred contact address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Post code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DO YOU GIVE PERMISSION FOR YOUR DETAILS TO BE PUBLISHED IN THE DIOCESAN YEARBOOK AND DIRECTORY? (Please tick the relevant box)**

*We ask you to think very carefully before refusing permission, as it will mean that others in the Diocese will not be able to contact you.*

|  |  |
| --- | --- |
| **YES** | **NO** |
| **Your Name** |  |  |
| **Your Address** |  |  |
| **Your Telephone Number** |  |  |
| **Your Email** |  |  |

Please note that information provided will be retained on our electronic contact database and will be used by Diocesan staff for administration purposes in relation to the posts that you hold.

Signature (handwritten): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tick [****] the relevant box for each position you hold:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position Held** | **** |  | **Position Held** | **** |
| Benefice Warden |  |  | Benefice Treasurer |  |
| Vicar’s Warden |  |  | PCC Treasurer |  |
| Church Warden |  |  | Church Treasurer |  |
| Sub Warden |  |  | Lay Worship Leader |  |
| Benefice Secretary |  |  | Focal Minister |  |
| PCC Secretary |  |  | ***Lay Reader*** 1 |  |
| Church Secretary |  |  | ***Safeguarding Officer*** 2 & 3 |  |

Please **print** below the name of the Church (a), Parish (b), Benefice (c) and Local Ministry Area (d) (where applicable) in which you hold the positions ticked above:

a)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_b)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_c)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_d)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are a *Lay Reader* or a *Safeguarding Officer*, please tick [****] the relevant boxes to indicate whether or not:

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| 1 you have received your Blue Scarf |  |  |
| 2 you have completed a DBS check |  |  |
| 3 you have returned your results certificate to Cardiff |  |  |

If you are a member of a Committee/Board, please **print** which Committee/Board below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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We will treat your personal data in accordance with the principles set out in our Data Protection Policy, a copy of which is available on our website at <http://stdavids.churchinwales.org.uk>

If you are unable to access the website, you are welcome to request a copy from the Diocesan Office Diocese.stdavids@churchinwales.org.uk or by writing to:

The Diocesan Office

St Davids Diocesan Board of Finance

Abergwili

Carmarthen

SA31 2JG

Completed forms should be sent to the above address