

## **Please Read, Complete and Return this Form to the Church Office**

Dear Member,

Each year St John's creates a membership directory, and we would like to include you in it. We would also like to be able to stay in touch with you. In order to do this, we are currently updating our records, and would appreciate your help. Please read the information on the other side of this leaflet, and return it (completed) to the office as soon as possible.

Thank you for your time.

Kind regards,

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Charity Number: SC012836



## The Data Protection Principles

Where "personal data" are processed, the "processing" must be carried out in accordance with the eight data protection principles outlined in the Act. The fundamental rules of the Act are set out in eight "Principles". These are:

1. Personal data shall be processed fairly and lawfully;
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be processed in any manner incompatible with that purpose or those purposes;
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
4. Personal data shall be accurate and, where necessary, kept up to date;
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes;
6. Personal data shall be processed in accordance with the rights of data subjects under the Act;
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data;
8. Personal data shall not be transferred to a country or territory outside the European Economic Area. (The European Economic Area is the 25 member states of the European Union plus Norway, Liechtenstein and Iceland).\*

\*September 2004

### Consent

Please Tick **one** box

I want my personal contact details to be shared with the congregation through St John's membership directory. I hereby consent to my name and contact details being included on the Communicants' Roll/list of the names and addresses of the baptised members and adherents of the congregation/Church address list of **Church of St John the Evangelist** and to the holding and processing of such data for the purposes of church administration. I understand that such details may be made publicly available within the Scottish Episcopal Church.

I do not want my personal contact details to be shared with the congregation through St John's membership directory, but I am happy for the ministry team and administrative team to use my details to contact me. I hereby consent to my name and contact details being included on the Communicants' Roll/list of the names and addresses of the baptised members and adherents of the congregation/Church address list of **Church of St John the Evangelist** and to the holding and processing of such data for the purposes of church administration

Please take all of my contact details off of St John's database, I no longer wish to be a member of St John's.

*By signing this you agree that you will not share details in the congregational directory with individuals outside of St John's congregation.*

.....

Full Name

.....

Signature

.....

Date