**Holy Trinity Church**



**Contact Details Form**

Please could each adult fill in their contact details so we can include you in communications and help you take full part in life here at Holy Trinity. You can update your contact details and consent at any time by contacting the church office.

As we serve and care for each other as a church community please note our data use policy is:

* Not to forward emails to others without permission.
* To use Bcc, not Cc, to email groups of people, unless all have given consent for their email address to be shared with the rest of the group.
* To keep the Church Directory private; shredding old paper versions.
* To look after church data we use in any current or future role carefully, so it is not vulnerable to being misused and is deleted once no longer needed.

The full Data Privacy Notice is on the church website or available from the church office.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contact Details** | | | | | | | | | | | | | |
| Full Name: | | |  | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | |
| Postcode: | | |  | | | | | | | | | | |
| Tel No(s): | | |  | | | | | | | | | | |
| Email: | | |  | | | | | | | | | | |
| Children’s Names: | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Consents** ***PLEASE CIRCLE THE APPROPRIATE BOX TO INDICATE CONSENT***  If your child is over the age of 13, please ensure you are satisfied that they have also given their consent for photographs / videos. | | | | | | | | | | | | | |
| 1. I consent for photographs / videos of me to be used for: | | | | | | | | | | | | | |
| Church Website | | Y | N | | Church Publicity | | Y | N | Church Social Media | | | Y | N |
|  | | | | | | | | | | | | | |
| 1. I consent for photographs / videos of my children to be used for: | | | | | | | | | | | | | |
| Church Website | | Y | N | | Church Publicity | | Y | N | Church Social Media | | | Y | N |
|  | | | | | | | | | | | | | |
| 1. I consent to the church sending me regular email communications regarding church life: | | | | | | | | | | | | Y | N |
|  | | | | | | | | | | | | | |
| 1. I consent for my name and the following details to be included in the Church Directory which will be securely available online. This will only be accessible to people whose details are included in the directory. Paper copies will also be available. Children’s names will not be included. | | | | | | | | | | | | | |
| Email only | | Y | N | | Email and Tel No(s) only | | Y | N | All contact details | | | Y | N |
|  | | | | | | | | | | | | | |
| **Additional Information** | | | | | | | | | | | | | | |
| Is there anything else you would like us to know about the information you have provided and / or do you have any gifts or skills you would like to tell us about (e.g. I can play the drums or I’m a plumber)? | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Signature |  | | | Print Name | |  | | | | Date |  | | |