One sheet to be completed per household. Please return to thehub@stpeters-woolton.org.uk

HOUSEHOLD DETAILS

**Address:**

**Postcode:** **Land line number**:

INDIVIDUAL DETAILS

Please complete a box for each family member. If you need additional boxes attach an extra sheet.

Please ensure you have the consent and signature of over 18’s to give their details.

Under 18’s fields marked with \* not required.

**First name:**  **Gender:** M / F

**Surname**:

**Date of birth:**

**Mobile number\*:**

**Email address\*:**

**Main service attended:**

*Sunday 8am, 10:30am, Thursday 10.30am*

**Groups you are in:**

*eg Minnows, cleaning, home communion, men’s etc.*

**Digitally Signed:\***

**Dated :**

**First name:**  **Gender:** M / F

**Surname**:

**Date of birth:**

**Mobile number\*:**

**Email address\*:**

**Main service attended:**

*Sunday 8am, 10:30am, Thursday 10.30am*

**Groups you are in:**

*eg Minnows, cleaning, home communion, men’s etc.*

**Digitally Signed:\***

**Dated :**

**First name:**  **Gender:** M / F

**Surname**:

**Date of birth:**

**Mobile number\*:**

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**Digitally Signed:\***

**Dated :**

**First name:**  **Gender:** M / F

**Surname**:

**Date of birth:**

**Mobile number\*:**

**Email address\*:**

**Main service attended:**

*Sunday 8am, 10:30am, Thursday 10.30am*

**Groups you are in:**

*eg Minnows, cleaning, home communion, men’s etc.*

**Digitally Signed:\***

**Dated :**

**This information will be used to communicate with you about church events, or specific information for a group to which you belong. Personal information will be controlled and updated electronically by staff or a small team of volunteers, and is made available to those within the church with a 'need-to-know', including the Clergy, Licensed Lay Ministers, Churchwardens, and Team Leaders. The information is not disseminated to any individual/organisation outside the Church. I consent to the above information being processed in accordance with the General Data Protection Regulations 2018. Updated October 2018**

**First name:**  **Gender:** M / F

**Surname**:

**Date of birth:**

**Mobile number\*:**

**Email address\*:**

**Main service attended:**

*Sunday 8am, 10:30am, Thursday 10.30am*

**Groups you are in:**

*eg Minnows, cleaning, home communion, men’s etc.*

**Digitally Signed:\***

**Dated :**

**First name:**  **Gender:** M / F

**Surname**:

**Date of birth:**

**Mobile number\*:**

**Email address\*:**

**Main service attended:**

*Sunday 8am, 10:30am, Thursday 10.30am*

**Groups you are in:**

*eg Minnows, cleaning, home communion, men’s etc.*

**Digitally Signed:\***

**Dated :**

Why does St Peter’s need my contact details?

We are asking for your contact details for two reasons :

1. So that you are known
2. So that you can be included

On the first point there are hundreds of people who come to St Peter’s frequently (probably more than 1000 in a year) and even when you have been here for a good number of years it is very hard to to retain names and faces and family connections. We really need a record of who you are, and for adults a photo, so that in this big church we can help staff do their jobs well. We need to be able to know who you are and contact you easily. So even if you think you are known here – please fill in the forms and have a photo taken!

Secondly we want to include you. We want to be able to invite you to events that might be specific to your interests or age group, or your children’s age group. The leaders of organised groups may use your contact details to communicate with you. For example the leaders are able to use the database to send an email to all members of a group.

I am on the electoral roll do I need to fill in a form?

Yes please! The electoral roll does not include your whole family, and contains very limited contact details (address only)

I have already given my contact details to an organised group?

If you have completed the contact sheet overleaf, then you do not need to complete another. However if you have completed a registration form for an organised group, please could you complete the contact sheet as well, to enable St Peter’s to hold your contact details in a central place.

Is my personal data secure?

Yes. All contact details are being held on a secure database. Access to the database is restricted to leaders and staff that need it. Each user has set permissions appropriate to their role (i.e. leader can only access their group). Information held will only be used within the church and we would never pass it on to any third party. Please ask the Parish Administrator or Wardens if you would like a copy of the St Peter’s Privacy Notice.

Can I be removed from the database?

Yes at any time. Please put your request in writing to the Parish Coordinator or email

parishadmin@stpeters-woolton.org.uk