**CONSENT FORM – ROTAS**

The Diocese is committed to ensuring that information we hold about individuals is properly and securely managed in accordance with legal requirements on data protection and direct marketing.

Please complete this form if you would like to give your consent to the Diocese holding and processing your personal data for the purposes listed below.

My name is: ………………………………………………………………………………………………..

* Please only tick ✓ the box(es) you want to.
* You do not have to consent to any of the purposes listed.
* Where you do not give us consent, we will not be able to use your personal data (for example, to let you know about forthcoming services and events) except in certain limited situations, such as where we are required to do so by law.

I consent to the Diocese/ Parish of [Name] contacting me to keep me informed about news, events, fundraising and activities in my parish and in the Diocese. *[\*Please also tick the relevant boxes below for preferred method of contact]*

I consent to the Parish of [Name] including my name in rotas for Eucharistic Ministers/Ministers of the Word/Ministers of the Sick/other rotas which may appear on the parish website and in the newsletter.

I consent to the Parish of [Name] giving my contact details to others on the rotas for Eucharistic Ministers/Ministers of the Word/Ministers of the Sick/other rotas to enable others to contact me to swap dates.

**You can find out more about how we use your data from our Privacy Notice, which is available on our parish noticeboard, or from the Diocesan Finance Office (01277 265280), or on the diocesan website at:**

[**http://www.dioceseofbrentwood.net/diocese/data-protection/**](http://www.dioceseofbrentwood.net/diocese/data-protection/)

\* I would like to be contacted by the following method(s) (please tick ✓ the relevant box(es)):

**BY POST:** My postal address is: …………………………………………………………………………………….

**BY TELEPHONE:** My phone number is: ………………………………………………………………………………

**BY EMAIL:** My email address is: ……………………………………………………………………………………………

**You can unsubscribe from our communications at any time by contacting *[relevant person in the parish]* by email at [•] or by telephone on [•].**

Signed: …………………………………………………………… Date: …………………………..

**You can withdraw or change your consent at any time by contacting [*relevant person in the parish*] at [ADDRESS] or by email at [•].**

**Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required or permitted by law. This will not affect any personal data that has already been processed prior to that point.**