



Salisbury Methodist Church, 26 St Edmunds Church Street, Salisbury, SP1 1EF

Data Collection Form

Under the General Data Protection Regulation ('GDPR') and the Data Protection Act 2018 ('DPA 18') there is a duty for Salisbury Methodist Church Council as Managing Trustees to ensure that the personal data we hold about individuals is correct and up to date.

Please complete this Data Collection Form to confirm your correct contact details and to let us know how you would like us to communicate with you (your preferences) within the provisions of the Managing Trustees' Privacy Notice. *(See below for details)*

Please note that if you are a member of another Methodist managing trustee body then you must complete a separate Data Collection Form for them as your communication preferences may be different.

1. Personal Information

1.1 Please complete your details below. *Fields marked with an * are mandatory and you should only complete the remaining fields if you want to be contacted by such method:*

* Name: _____

* Address: _____

Email Address: _____

* Phone No: _____

Mobile No: _____

1.2 Next of Kin

In case of emergency, we invite you to give details of a next of kin who we can contact if required. Please ask permission before supplying this information.

Please complete the details below. *Fields marked with an * are mandatory and you should only complete the remaining fields if they give consent to be contacted by such method:*

* Name: _____

* Address: _____

Email Address: _____

* Phone No: _____

Mobile No: _____

1.3 Please confirm that all these contact details are correct by ticking the box below and entering the date.

Date: _____

*The Managing Trustee Body are under an obligation to ensure that the contact details we hold about you are correct. Please notify the Managing Trusteeship Body **as soon as possible** if any of your contact details change.*

2. Communication preferences

When communicating with me about Church affairs, I would prefer to be contacted by way of (tick all options which apply):

- Post Email Phone SMS Social media including Facebook, Twitter
 _____ [add any others that apply]

3. Office holders only

By virtue of your role / office with the Managing Trustee Body, your details will be published in the Salisbury Methodist Church Directory.

3.1 The Managing Trusteeship Body **does not** make the Directory public meaning that the information in the Directory is kept within the Methodist Church:

Please confirm which details you prefer to be published in the Directory (tick all options which apply):

- Postal address Email Phone number Mobile number
 _____ [add any others that apply]

For full details of how the Managing Trustee Body uses your information, please refer to the Privacy notice online at <https://www.t MCP.org.uk/about/data-protection/managing-trustees-privacy-notice> or contact the Church office for a printed copy.

Please return the completed form by email to pastoral@salisburymethodist.org.uk

**Or a printed copy by post or by hand to
Salisbury Methodist Church, 26 St. Edmunds Church Street, Salisbury, SP1 1EF**