**Retired Clergy “Consent to Contact” form in the Diocese of Coventry**

Please complete in BLOCK CAPITALS

|  |  |
| --- | --- |
| Surname |  |
| Title |  |
| First Name(s) |  |
| Known As (if different from first name) |  |
| Date of Birth |  |
| Address |  |
| Home telephone |  |
| Mobile |  |
| Email address |  |
| Deanery resident in |  |
| Do you hold Permission to Officiate? |  |
| Spouse’s name |  |
| Spouse’s Date of Birth |  |
| Date of arrival in the Diocese |  |
| Original Diocese |  |
| Last post held: diocese/parish |  |

If you are a newcomer to the diocese, is there any information that you would like us to provide?

PTO

Any other comments:

By signing this form you are confirming that you are consenting to the Diocese of Coventry holding and processing your personal data for the purpose of keeping you informed about news, events, activities and services at the Diocese of Coventry. You are also consenting to being contacted by the BORCAS Officers for pastoral care reasons.

I consent to the Diocese of Coventry contacting me by:

|  |  |
| --- | --- |
|  | Post |
|  | Phone |
|  | Email |

(please tick ALL that apply)

I agree to your including my details in the Diocesan Database on the following basis (please tick one of the boxes below and provide any additional wishes below):

|  |  |
| --- | --- |
|  | **Public** - Anyone can see your data |
|  | **Diocese** (default) - Someone approved by the Diocese and is in a role across the Diocese can see your data – this will be the default option unless you specifically tells us otherwise |
|  | **Private** - Only staff at the Diocesan office and BORCAS Officers can see your information |

Signed (Retired Clergy Person): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form to the Rev’d Canon Martin Saxby, 13 Ambleside, Rugby, CV21 1JB, or by email to [martin@thesaxbys.org](mailto:martin@thesaxbys.org)

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. In accordance with requirements under the General Data Protection Regulation (EU) 2016/679 (‘GDPR’), we have put in place various processes, procedures and documentation to ensure compliance with GDPR. This includes updating our Privacy Policy which you can access from our website <https://coventry.anglican.org/about/more-about-us/privacy/privacy-policy.php> or alternatively, please contact the Director of Operations, [stephen.davenport@coventry.anglican.org](mailto:stephen.davenport@coventry.anglican.org) for a hard copy.

You can withdraw or change your consent at any time by contacting the HR Administrator at the Diocesan Office email and telephone number. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point