



Eastbourne Ordinariate Mission

CONTACT DETAILS

In order that information can be more easily distributed, we would like to collate people's personal details.

Please read the notes overleaf, which are required by the General Data Protection Regulation. Your signature on this form indicates your informed and explicit consent to our holding your personal data for the purposes explained overleaf. Because of the consent requirement, we need one form per person.

Please enter the contact details that you consent that we hold. Please write **everything in BLOCK CAPITALS**, including any email address. Please use black ink. Leave out what you don't want us to use.

Title: Forenames: Surname:

Address:

..... Postcode:

Email:

Telephone (landline, including dialling code):

Telephone (mobile):

The Ordinariate holds various registers which include whether you are a member of the Ordinariate and any relevant dates. Those central registers are covered by separate consents. You may also have given us your personal data for other purposes (eg Gift Aid); each purpose has its own consent, and this form does not affect any other data.

If you would like access to the members' pages of the website, or to receive email communications, we need your email address and your personal data will be stored electronically. Please tick this box to consent to this.

If you are under the age of 16, you can complete this form but your parent or guardian must also sign it to indicate their consent. You can tell us when you reach 16 and this consent is no longer required.

If you are already over 16, please tick this box. We may request proof of age.

Please indicate how you would prefer to be contacted. You can tick your preferred method, or number them in order of preference.

- Email
- SMS/Text message
- Mobile telephone call
- Landline telephone call
- Home address by post

<p><i>Signature and date:</i></p>

Notes

For the purposes of the General Data Protection Regulation ("GDPR"), the data controller of the data you provide overleaf is the pastor of the Eastbourne Ordinariate Mission, currently Fr Neil Chatfield. We don't have a Data Protection Officer, but the person with day-to-day responsibility for your data is Andrew Leach.

The purpose of processing the data you provide overleaf is to enable us to provide you with services including access to community pages on our website and information about us and activities which we host or which are hosted by partner organisations and consistent with our aims. We will not supply your personal data to partner organisations.

The lawful basis for processing any special category data, as specified in Article 9(2) of GDPR, is that processing is carried out in the course of our legitimate activities with appropriate safeguards. We are a not-for-profit body with a religious aim. The processing relates solely to the members or to former members of the Ordinariate community in Eastbourne or to persons who have regular contact with us in connection with our purposes. Your personal data as provided overleaf will not be disclosed to organisations outside the Eastbourne Ordinariate Mission without your consent.

We hold the personal data you provide overleaf. We may also hold other data supplied to us, including whether you are formally a member or an associate member of the Ordinariate of Our Lady of Walsingham.

The Ordinariate of Our Lady of Walsingham have a data controller and Data Protection Officer for data which is held centrally. The data overleaf does not form part of the central records of the Ordinariate, although they may hold similar data.

Access to the data we hold

You may request a copy of the data we hold, preferably in writing (which may be by email); please see the address at the bottom of the next column. If you have consented to our holding data electronically, then you may access your data by logging into our website and going to the members' information pages.

Retention of your data

We retain your data while you maintain contact with the Ordinariate in Eastbourne, and for a period of two years after any contact is lost or for a longer period if you request it (for example, in order to maintain your access to community information on the website). You may also request at any time that we delete your data, although that may curtail access to services we provide. If you do not consent to our holding data electronically it will remove your access to the members' information on the website and preclude contact by email.

Children

If you are under the age of 16 you may allow us to hold your data by signing the form, and you can tell us you don't want us

to do that any more ("withdraw your consent") at any time. We also need your parent or guardian to allow us to hold data about you, and they may withdraw their consent at any time, too. When you reach 16, you can tell us (and show us proof like a passport, driving licence or birth certificate) so we know we don't need your parents' consent any more.

The rest of this page also applies to you. If you don't understand the form or anything on this page, please ask your parents to explain it to you. You or they can ask us, too.

Security of your data

Your data is held within the United Kingdom. Paper copies are retained securely. Where you have consented, electronic copies are held in a system managed by Catalyst2, who have achieved ISO 27001 certification in data security.

Where it is necessary and you have consented to disclosing your personal data, we will use our best endeavours to ensure that the recipient treats it carefully. In the UK and the EU, GDPR applies.

Breaches of security

A data breach is a breach of security leading to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

Immediately we become aware of a breach of security, we will assess its severity. A severe data breach (which will generally mean that something has happened to all the data we hold, in one form or another) will be reported to the Information Commissioner within 72 hours. You will also be informed.

Where you have access to our website, you should also take care to safeguard access to your data, by not sharing, divulging or losing your password. Your data is available to you on the website, and if someone else has your password, your data is available to them as well. If you believe someone else knows your password, you can change it on the website. You can also ask for our assistance.

Other data

You may also have provided information in respect of the Ordinariate's central records (for example, when you joined the Ordinariate), for Gift Aid purposes, for pastoral purposes, or something else. All of that other data is covered by separate consents and arrangements.

Queries and clarifications

Please ask Andrew Leach to explain anything which is unclear. You can do this in person, by email to data@eastbourneordinariate.org.uk, or by writing to us at Eastbourne Ordinariate Mission, PO Box 3223, Eastbourne BN21 9RS.