



# Trustees for Methodist Church Purposes

[insert name of Church/Circuit/District]

## Data Collection Form

Under the General Data Protection Regulation ('GDPR') and the Data Protection Act 2018 ('DPA 18') there is a duty for [insert name of Church/Circuit/District *e.g. the Church Council of High Street Methodist Church*] (the **Managing Trustee Body**) 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](#)

*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 contact by such method:*

\* Name: \_\_\_\_\_

\* Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

\* Phone No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

*[Insert any others that apply]*

\_\_\_\_\_  
\_\_\_\_\_

1.2 Please confirm that your 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 Managing Trustee Body 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]

**[Note to Managing Trustees: Section 3 below only needs to be completed by office holders. Please delete either option A (if the Directory is made publicly available) OR option B (if the directory is not made publicly available). Making a Directory publicly available includes, but is not limited to, publication on websites that are not password protected, directories left in public areas of churches e.g. church foyers or office receptions etc. and available to persons who are not members or adherents of the Methodist family].**

## 3. Office holders only

*By virtue of your role / office with the Managing Trustee Body, your details will be published in the [Church/Circuit/District] Directory.*

*Please note that where the directory is made publicly available you will also be required to complete a [Consent Form](#) indicating your consent and consent preferences.*

**3A.** 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

**3B.** The Managing Trustee Body **does** make the directory available to the general public and I **[have / have not]** consented to my contact details being included in the publicly available directory and have completed the Consent Form with my consent preferences:

- Consent given
- Consent Form completed
- Consent withheld

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

For full details of how the Managing Trustee Body uses your information, please refer to our [Privacy Notice](#) which is also available from **[insert Office/Church Name, Address and Email Address or Name, Address and Email Address of relevant officer]** *[if this is available on a Church/Circuit/District website, then please provide details].*

***If you have any queries in relation to the guidance in this document please contact TMCP Data Protection for further assistance.***

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