

St Ursula's Church, Berne

Notes for Completing the "Contact Information" Form

Personal Details

This is the information we store about you in the church database. We use it to contact you. But we do not publish it without your consent, nor do we give it to any third party.

Please complete with the information you would like us to store.

Name: Please give your surname, first name and title (e.g. Mr, Mrs, Ms). Please underline your surname.

Approval to Publish Personal Data

Are you happy for us to use your personal data on the church website, in the church magazine, on flyers and in other church publications? This may be as the submitter of a report or article for the church magazine, as a member of a rota, or as the contact person for a group or function. If so, please note which information we may use.

Name, Telephone Number, Email: Please circle the answers that apply.

Function(s): If you prefer to have this information only published in connection with one or more functions you carry out, please list them. Otherwise write "all"

Expiry Date: If you wish your information only to be used for a limited amount of time, please specify the end date. Otherwise write "none"

Please take care to complete all sections of the form. Then sign and date it and return it to the church office, or put it in the tray on the piano in the church hall labelled *council secretary*.