[Insert name of parish]

[Insert parish address]

[Insert parish contact details]

**Contact Details Form**

The Parish of [insert name of parish] and the Diocese of Hexham and Newcastle would like to collect your contact information to communicate with you in relation to your role as [insert role title]:

Please provide your details below:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Surname |  |
| Parish |  | Parish Location |  |

Please indicate what method(s) we can use to contact you (tick and complete all applicable):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 🞏 | email | Email address |  | | |
| 🞏 | phone | Tel no |  | | |
| 🞏 | text | Mobile no |  | | |
| 🞏 | post | Address |  | | |
|  |  |  | | | |
|  |  |  | | Postcode |  |

The information you have provided on this form will be stored and used by the Parish of [insert name of parish] and the Diocese of Hexham and Newcastle only for the purposes of communicating with you regarding your role as [insert role title]. Details of how we process your data, and your rights, are included in the Diocesan Privacy Notice which can be accessed at [www.rcdhn.org.uk/dataprotection/dataprotection.php](http://www.rcdhn.org.uk/dataprotection/dataprotection.php) or by request from the parish.