[Insert name of parish]

[Insert parish address]

[Insert parish contact details]

**Rota Consent Form**

Please complete this form if you would like to give your consent to the parish and Diocese holding and processing your personal data only for the purposes listed below.

**Please tick all that apply**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| I consent to the Parish of [insert name of parish] and the Diocese of Hexham and Newcastle including my name on volunteer rotas which may be displayed in church, published in the parish bulletin and on the parish website | 🞏 | 🞏 |

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| I consent to the Parish of [insert name of parish] and the Diocese of Hexham and Newcastle sharing my contact details with other rota volunteers as necessary and to them contacting me in relation to the rota administration | 🞏 | 🞏 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I consent to being contacted by: | 🞏 | post | 🞏 | phone | 🞏 | email |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Surname |  |
| Address |  |
|  |
|  | Post code |  |
| Email address |  | Tel no |  |

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

Please return to: [insert details]

You can withdraw or change consent at any time by contacting [insert contact name] on [insert tel no] or by email at [insert email address].

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 purposes relating to administering rotas. 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.