



# Data Protection Notice



Please take a few minutes to read this document which we are required to send to you in order to comply with data protection legislation. This notice has been prepared by the Archbishops' Council and the Church Commissioners to fulfil those requirements.

## What information is held about you?

The Church Commissioners and/or Archbishops' Council hold your name, address, date of birth, clerical appointment details and such other data as are required for the clergy payroll (which includes layworkers and pensioners) and to maintain the Crockford database. The operation of the payroll and the maintenance of the Crockford database require us to exchange information about you with relevant administrative bodies. Each administrative body, such as your diocesan board of finance or the Church of England Pensions Board, through its own data controller, is responsible for advising you how it will deal with your data.

Some departments of the Archbishops' Council hold additional information in respect of members of Boards, Committees and other networks in order to fulfil their respective roles.

We will be happy to rectify any incorrect information of which we are advised. You are also entitled by law, on payment of a small fee, to receive information as to the personal data held about you by the Archbishops' Council or Church Commissioners and any requests should be addressed to the Data Protection Officer.

## For what purposes is this information held?

- A.** to maintain a record of your appointment(s) and, if instructed, to pay you a stipend or pension (including all necessary reporting in written or electronic format to the body funding your payment);
- B.** to include, where applicable, a biographical entry for you in:
  - 1) *Crockford's Clerical Directory* in **printed** form; and
  - 2) *Crockford's Clerical Directory* on the **Internet**;
- C.** occasional use by the Archbishops, Archbishops' Council, Church Commissioners and Pensions Board (for example, mailing of their Annual Reports; Common Worship details; communications from Boards or Councils; surveys regarding the Church's life); and
- D.** mailings by other (principally church-based) organisations that may be of interest to clergy.

If you wish to opt out of **B**, **C** or **D** please return the slip below. Please consider the notes overleaf before doing so, as you may miss out on information about useful resource material.

**This notice continues overleaf.**

If you wish to opt out of B, C or D please return this slip to the address at the foot of this page.					
please tick the relevant box(es)		PLEASE USE BLOCK CAPITALS			
<b>B1.</b>	Do not include my biography in Crockford's Clerical Directory (printed book)	<input type="checkbox"/>	Full Name: <input type="text"/>		
<b>B2.</b>	Do not include my biography in Crockford's Clerical Directory on the Internet	<input type="checkbox"/>	Address: <input type="text"/>		
<b>C.</b>	I do not wish to receive occasional mailings by the National Church Institutions	<input type="checkbox"/>	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;"><input type="text"/></td> <td>Telephone: (for any queries) <input type="text"/></td> </tr> </table>	<input type="text"/>	Telephone: (for any queries) <input type="text"/>
<input type="text"/>	Telephone: (for any queries) <input type="text"/>				
<b>D.</b>	I do not wish to receive third party mailings	<input type="checkbox"/>	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Signed: <input type="text"/></td> <td>Date: <input type="text"/></td> </tr> </table>	Signed: <input type="text"/>	Date: <input type="text"/>
Signed: <input type="text"/>	Date: <input type="text"/>				
Additional information may be entered below: <input style="width: 100%; height: 40px;" type="text"/>					

**Return this form to:** The Compiler, Crockford, Church House, Great Smith Street, London SW1P 3AZ.

We trust you will be content with the purposes described in **A**, **B** and **C** overleaf, although it is your right to opt out of **B** or **C** if you so wish, in which case please use the form overleaf and return it to the Crockford Department. We have substantially scaled back the amount of material which has been sent out with payslips, and now only include important information.

We consider carefully all requests from other organisations for clergy address information described in **D** overleaf, and we decline many such requests. However, we approve requests where we consider that the material to be sent out would be of general use or interest to clergy. Some examples are resource materials supplied by recognised charities for specific occasions (Christian Aid Week, Prisoners' Week, Sea Sunday) and mailings from reputable Christian suppliers of products, such as the Ecclesiastical Insurance Group.

Please note: General Synod members and those who are included in the *Church of England Year Book* will be consulted separately about personal data held in relation to their Synod membership or biographies in the *Year Book*.

If you have a query about how your data is used by the Crockford Department or the Clergy Payments Department please contact:

Tel: +44(0)20 7898 1618, E-mail: [clergy.payments@churchofengland.org](mailto:clergy.payments@churchofengland.org)

The Data Protection Officer for the Archbishops' Council and Church Commissioners can be contacted at:

Church House  
Great Smith Street  
London SW1P 3AZ

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If you have completed the slip overleaf, please return this to:

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Crockford  
Church House  
Great Smith Street  
LONDON SW1P 3AZ