

Crockford's Clerical Directory

Church House, Great Smith Street, London SW1P 3AZ

Please use this form to provide us with the information we require to maintain a record within the *Crockford* database and, where applicable, an entry in *Crockford's Clerical Directory* (our printed publication and the subscription service at: www.crockford.org.uk).

Please read the notes overleaf, and complete the form in BLOCK CAPITALS. You can provide consent regarding the use of your data by completing the form on page 3. If you do not provide consent your entry will not be included in *Crockford's Clerical Directory*.

1. Your Details:

Surname	<input style="width: 95%;" type="text"/>	Title (see note c)	<input style="width: 95%;" type="text"/>						
Christian names (see note a)	<input style="width: 95%;" type="text"/>	Gender (please circle)	<input type="radio"/> M <input type="radio"/> F						
Alternative name (see note b)	<input style="width: 95%;" type="text"/>	Date of birth	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">D</td> <td style="width: 20px; text-align: center;">D</td> <td style="width: 20px; text-align: center;">M</td> <td style="width: 20px; text-align: center;">M</td> <td style="width: 20px; text-align: center;">Y</td> <td style="width: 20px; text-align: center;">Y</td> </tr> </table>	D	D	M	M	Y	Y
D	D	M	M	Y	Y				
Postal address (after ordination)	<input style="width: 95%;" type="text"/>		Date ordained Deacon						
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>							
<input style="width: 95%;" type="text"/>		Date ordained Priest							
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>							
<input style="width: 95%;" type="text"/>		Date Consecrated							
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>							
E-mail	<input style="width: 95%;" type="text"/>								
Tel	<input style="width: 95%;" type="text"/>	Mobile	<input style="width: 95%;" type="text"/>						
		Fax	<input style="width: 95%;" type="text"/>						

2. Education:

Awarding body	College	Qualification	Year awarded
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Honours/decorations (with dates)	<input style="width: 95%;" type="text"/>		Others (with dates)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>

3. Theological training:

Year of entry	College/Course	Qualification	Year awarded
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

4. Appointments held since ordination (including licence/permission to officiate and year of retirement):

From	To	Appointment	Diocese
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
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<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

I confirm that the information given on this form is correct to the best of my knowledge

Signed _____ Date _____

For Office Use Only

NOTES

Christian names: please indicate any preferred name.

Alternative name: this can be a maiden name, a name 'in religion', or a name used in preference to a Christian name.

Title: clergy are requested to indicate their preferred style of address – Mr/Mrs/Miss/Ms/Dr/Prof.

Others: refers to professional qualifications and membership of professional, learned or religious societies.

Abbreviations: please use full title and recognised abbreviation for non-standard information.

Data Security: the Archbishops' Council will collect and hold your name, contact details, date of birth, clerical appointment details and such other biographical data as are required to maintain the *Crockford* database. Please refer to our Privacy Notice (form S187) for further details.

Please continue to keep us informed of changes of appointment and address and any other information that will assist us in keeping your *Crockford* entry up to date.

Please return the completed form to:

Crockford's Clerical Directory
Church House
Great Smith Street
London
SW1P 3AZ

If you have a query about this form, please contact the *Crockford* Department.
Tel (020) 7898 1012 E-mail crockford@churchofengland.org



Privacy Notice

The privacy of clergy is very important to us. So is the security of their data. The following information is included so that clergy whose information is stored on the Crockford database may be aware of the data we collect and how we use it. In addition, there is information on their rights as data subjects and the people they should contact if they have any queries.

What data we collect, and why

The Archbishops' Council will collect and hold your name, contact details, date of birth, clerical appointment details and such other biographical data as are required to fulfil our primary purpose, viz.

A. To maintain an up-to-date record of your appointment(s) on the Crockford database.

Your data may also be used for the following purposes, but only with your permission:

B. To include, where applicable, a biographical entry for you in

1. *Crockford's Clerical Directory* in printed form;
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, communications from Boards or Councils, surveys regarding the Church's life);

D. Mailings by other (principally church-based) organisations that may be of interest to clergy.

Providing consent

We may not and will not use your data for purposes B, C or D without receiving your permission. It is important to note that if we do not receive such consent relating to purpose B, then your biographical information will not appear in the *Crockford's Clerical Directory*.

Please fill out the form below and return it to the address provided to inform us of your wishes regarding the use of your data.

Please note that, even if you are happy for your biographical entry to appear in the *Crockford's Clerical Directory*, you can still request that certain contact information or your date of birth be excluded from publication. In such cases, please inform the Crockford team at crockford@churchofengland.org

This notice continues overleaf.

Please return this slip to the address at the foot of this page to inform us of your wishes regarding the use of your data			
please tick the relevant box(es)	PLEASE USE BLOCK CAPITALS		
B1. I give consent for my biography to appear in <i>Crockford's Clerical Directory</i> (printed book) <input type="checkbox"/>	Full Name:	<input style="width: 100%;" type="text"/>	
B2. I give consent for my biography to appear in <i>Crockford's Clerical Directory</i> on the Internet <input type="checkbox"/>	Address:	<input style="width: 100%;" type="text"/>	
C. I give my consent to receive occasional mailings by the National Church Institutions <input type="checkbox"/>		<input style="width: 60%;" type="text"/>	Telephone: (for any queries) <input style="width: 30%;" type="text"/>
D. I give my consent to receive third party mailings <input type="checkbox"/>	Signed:	<input style="width: 60%;" type="text"/>	Date: <input style="width: 30%;" 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.			

Important Contacts

The Archbishops' Council is the primary data controller of any personal information provided to, or gathered by, Church House Publishing. The address is:

Archbishops' Council
Church House
Great Smith Street
London SW1P 3AZ

If you have any questions about this privacy policy, including any requests to exercise your legal rights, please contact:

Martin Kettle
Mission and Public Affairs Division
Archbishops' Council
Church House
Great Smith Street
London SW1P 3AZ

If you find a need to pursue the matter further, please contact our Data Protection Officer at gdpr@churchofengland.org

In any event, you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO can be contacted on their helpline number which is 03031-231113 or by other contact methods as set out on their website (www.ico.org.uk).

Individual Rights

Unless subject to an exemption under Data Protection law, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which we hold about you (typically this will be name, contact details and if you've chosen to provide it, denomination);
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right at any time to withdraw your consent to our processing of your personal data;
- The right to lodge a complaint with the Information Commissioner's Office.

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

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Church House
Great Smith Street
LONDON SW1P 3AZ