

Dear all

I hope that you are well.

It is that time of year, when contact details need to be confirmed if they are to be included into the [ ] Handbook.

As you may be aware, the Handbook is [insert relevant details e.g. printed and published in hard copy annually]. It is [distributed to [ ] and is available [ ].

Under the section, [ ], it is proposed to include the following details of yours:

- (i) Name
- (ii) Home address or Work address (please specify)
- (iii) Email address
- (iv) Contact telephone number (please specify home or work)
- (v) Mobile number
- (vi) Appointment

Whilst this clearly facilitates contact and communication, as the majority of the information proposed to be included about you is personal information, you are under no obligation to disclose this or to consent to this being included.

I wonder if you can let me know if you are happy for your details to be included, and, if you are, if you could please complete the attached form and send it back to me by [ ] I would be most grateful.

The Presbytery of [ ] is registered as a Data Controller with with the Information Commissioner and strives to comply fully with data protection law. The Information Commissioner's website provides in-depth information regarding the requirements of the Data Protection Act: <http://www.ico.gov.uk/>

Clearly, if any of your details change through the year the entry in the Handbook can only be updated the following year but I would ask that you notify me as soon as possible in order that I can update the system in advance.

I look forward to hearing from you.

Many thanks