

# Directory Update Form



## IMPORTANT INFORMATION - DATA PROTECTION ACT

The information supplied to us on this form is held on our Diocesan database, and is accessed by staff at St James' House and Bishops Lodge. The information is also published in the Directory and online in our secure database. These can be accessed by staff at St James' House, clergy and other groups we give permission to. We also receive requests from time to time to release this information to other PCC/DCC officers, clergy and any other Diocesan organisations. We do not pass information on to any other organisations

Parish ..... Parish number .....

Role .....

### Personal details:

Title ..... Forenames ..... Surname .....

Address .....

.....

..... Postcode .....

Home phone ..... Work phone .....

Fax ..... Mobile phone .....

Email address .....

I agree to my personal data being published:

- in the Diocesan Directory and the secure online directory Yes  No
- on the website Yes  No

Signed .....

If your details change or you no longer wish your information to be published then you need to contact us at St James' House, 20 St James Road, Liverpool, L1 7BY.

If you wish to withhold part of the above data (eg mobile phone) from either the directory (printed and secure online) or the website (if and when implemented) then please contact St James' House.

*For Diocesan Office Use only: Completed  By .....*