

## Personal Data Privacy Preferences

**PLEASE TAKE A COPY OF THIS FOR YOUR OWN RECORDS**

### Data held

The Bath and Wells Diocesan Board of Finance (DBF) holds personal data of employees and volunteers involved in the activities of the Diocese of Bath & Wells in its Contact Management System (CMS).

The information is held to enable the diocese to carry out its functions and duties. These functions and duties, and the legal basis for processing the data, are fully described in the DBF's Data Privacy Notice (available on the diocese's website at <https://www.bathandwells.org.uk/data-protection.php>).

### Access to the data

Individuals with a formal role (paid and voluntary) in the functions of the DBF have access to this information held in CMS to carry out their duties.

Individuals without a formal role in the functions of the DBF can apply to view the database. Only contact details (name, address, phone numbers, e-mail addresses) are accessible to them.

As a data subject (someone who's personal information is held by the DBF) you can decide whether your details are publicly accessible by individuals without a formal role in the DBF.

### Your details

Full name and title	
Position held (if applicable)	
Parish	
Address	
Phone no.	
Mobile phone no.	
e-mail address	

## Controlling access to your personal information

Please tick one of the boxes below to indicate your preferences

- Public** – your personal data will be accessible to
- diocesan staff and volunteers
  - anyone who has been granted access to the database in this diocese
  - anyone who has been granted access to the database in another diocese

- Diocese** – your personal data will be accessible to
- diocesan staff and volunteers
  - anyone who has been granted access to the database in this diocese

- Private** – your personal data will be accessible to
- diocesan staff and volunteers

It is possible to select different permissions for different parts of your data, for example you could choose different levels of access for a home telephone number and a mobile number.

Specific limitations on access	
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## Changing your preferences

You can alter your preferences at any time by contacting:

Secretariat Admin Assistant  
Flourish House  
Wells  
Somerset  
BA5 1FD  
nick.goff@bathwells.anglican.org

Signature	
Date	

## Please return your signed form in paper or electronic format to

Training and Ministries Administrator  
Flourish House  
Cathedral Park  
Wells  
Somerset  
BA5 1FD  
training@bathwells.anglican.org

**Many Thanks**