



Poole Bay Methodist Circuit

Data Collection Form

Under the General Data Protection Regulation ('GDPR') and the Data Protection Act 2018 ('DPA 18') there is a duty for **Poole Bay Methodist Circuit** (the **Managing Trustee Body**) to ensure that the personal data we hold about individuals is correct and up to date.

Please complete this Data Collection Form to confirm your correct contact details and to let us know how you would like us to communicate with you (your preferences) within the provisions of the [Managing Trustees' Privacy Notice](#)

Please note that if you are a member of another Methodist managing trustee body then you must complete a separate Data Collection Form for them as your communication preferences may be different.

1. Personal Information

1.1 Please complete your details below. *Fields marked with an * are mandatory and you should only complete the remaining fields if you want to be contact by such method:*

* Name: _____

* Address: _____

Email Address: _____

* Phone No: _____

Mobile No: _____

[Insert any others that apply]

1.2 Please confirm that your contact details are correct by ticking the box below and entering the date.

Date: _____

*The Managing Trustee Body are under an obligation to ensure that the contact details we hold about you are correct. Please notify the Managing Trusteeship Body **as soon as possible** if any of your contact details change.*

2. Communication preferences

When communicating with me about Managing Trustee Body affairs, I would prefer to be contacted by way of (tick all options which apply):

Post email phone SMS social media including Facebook, Twitter

_____ [add any others that apply]

3. Office holders only

By virtue of your role / office with the Managing Trustee Body, your details will be published in the Circuit Directory.

Please note that where the directory is made publically available you will also be required to complete a [Consent Form](#) indicating your consent and consent preferences.

3A. The Managing Trusteeship Body **does not** make the Directory public meaning that the information in the Directory is kept within the Methodist Church:

Please confirm which details you prefer to be published in the Directory (tick all options which apply):

Postal address email phone number mobile number

_____ [add any others that apply]

For full details of how the Managing Trustee Body uses your information, please refer to our [Privacy Notice](#) which is also available from our Circuit website www.PooleBayMethodists.org.uk or by contacting the Circuit Administrator, Mrs Michelle Dobson, by email at office.pbmc@gmail.com

***If you have any queries in relation to the guidance in this document
please contact TMCP Data Protection for further assistance.***