

## **Community of the Holy Name**

# **Protecting your personal information**

The Community of the Holy Name (CHN) keeps records of some personal information in order to carry out its work. This includes basic contact details of members of the Fellowship of the Holy Name, volunteers and other supporters such as those who receive our magazine.

CHN has a Data Protection Policy and is committed to complying with the requirements of the Data Protection Act 2018. As part of this we adhere to the data protection principles which state that the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.

By completing this form you are helping us to check what information we hold about you and to ensure that it is accurate and held with your consent.

Please complete, sign and return the form on the back of this letter to confirm that we have your consent to hold your contact details and also of the means of contact you are happy for us to use. Leave blank any category of information you don't want to us record and only tick those methods of communication you are willing for us to use. Please also remember to inform us of any changes to your personal information so that we can keep our records accurate and up to date.

You can read our Data Protection Policy on our website [www.comholyname.org](http://www.comholyname.org) but if you would like us to send you a copy or have any questions about how we handle data please contact the CHN Data Protection Officer who is:  
Sister Bursar CHN, Quarry Bank, Woodfield Lane, HESSLE, East Yorkshire, HU13 0ES, or email [bursarsofficechn@gmail.com](mailto:bursarsofficechn@gmail.com)

**We only hold the information you give us and use it in the ways you consent to.**

*Thank you*

# Community of the Holy Name

## My personal information

**Title** -----

**First names** -----

**Surname** -----

**Address (including postcode)**  
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-----  
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**Telephone (landline)**  
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**Mobile** -----

**Email** -----

I consent to The Community of the Holy Name using the data I have provided to keep me informed about its news, events and activities.

CHN may contact me by:

Post  Landline  Mobile

Text  Email

**Or** Please delete my details and do not contact me.

**Signed**  
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**Date**  
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