

The Parish of Hadley Holy Trinity
and Wellington Christ Church



One Parish ✕ Working Together
to serve the people of Apley, Hadley, Leegomery,
Arleston and South Wellington

Wedding Away Banns Application Form

Area of parish DB Reference Key
Record Created by Created on
Date of wedding
Church
Parish

Groom Title and Initials Street
Groom's Surname District
 Town
Groom's Christian name(s) County
 Post Code
Contact number
Contact email
Home Parish

Bride Title and Initials Street
Bride's Surname District
 Town
Bride's Christian name(s) County
 Post Code
Contact number
Contact email
Home Parish

Calling of Banns **Fees**
Week 1 Fees Received
Week 2 Date received
Week 3 BACS Fees Receipt No.
Banns Book Entry No. Date Cert issued

Declaration

We certify that the above details are correct and as agreed.
We confirm that we wish the wedding banns to be called.
We agree that our data is held and used in accordance with the Privacy Notice overleaf.

Signed
Signed
Date signed

Privacy Notice: Wedding & Baptism Application Forms

Who are we?

The Parochial Church Council of the Parish of Hadley Holy Trinity and Wellington Christ Church, is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

Why do we process your personal data?

We use the personal data you provide on the Baptism or Wedding application form to enable us to manage the planning of your service.

What is the lawful basis for processing your personal data?

Processing for the purpose of determining eligibility and recording services in accordance with Canon Law.

Sharing your personal data

All your personal data is stored using encrypted and password protected files and will not be shared outside of the administrative structures of the parish.

How long do we keep your personal data?

We keep your personal data until the end of the calendar year in which the service was conducted. Archived files are stored for a further five years.

Your rights and your personal data

Unless subject to an exemption you have the following rights with respect to your personal data:

- ✧ The right to request a copy of your personal data which we hold about you;
- ✧ The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- ✧ The right to request your personal data be erased where it is no longer necessary for us to retain such data;
- ✧ The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
- ✧ The right to object to the processing of your personal data for direct marketing and to have that processing stopped;
- ✧ The right to lodge a complaint with the Information Commissioners Office.

Contact Details:

The Parish of Hadley Holy Trinity and Wellington Christ Church, Parish Office, Holy Trinity Church, Waterloo Road, Hadley Hollow, Telford, TF1 5NX.

You can contact the Information Commissioners Office on 03031 231 113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5KF.