

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 Enquiry Form

Church

DB Reference Key

Record Created by

Created on

Date of wedding

Time of wedding

## 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

## What happens next?

You will shortly be contacted by one of our clergy who will arrange to meet you at home. At that meeting you will be able to provide more detailed information and discuss what other forms may be required. You will also be asked to provide a non returnable deposit of £100 as confirmation of the booking. Payment may be made to: 'HHT and WCC Fees Account'

## Deposit

Date Received

Deposit Received

BACS

Deposit Receipt No

## 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.