

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

# Baptism Application Form

DB  
Record  
No

Church

Register Entry No

Created by

Created on

Officiating minister

Date of baptism

Time of baptism

Date of birth

Birth Certificate checked

Gender

Christian name(s)

Surname

Qualifying connection

## Address

Street 1

County

Street 2

Post Code

District

Contact number

Town

Contact email

Father's Title

Father's Christian name(s)

Father's Surname

Father's occupation

Mother's Title

Mother's Christian name(s)

Mother's Surname

Mother's occupation

Godparents

Baptised

Brothers/Sisters

Age (yrs)

1

1

2

2

3

3

4

4

5

5

## Declaration

We certify that the above details are correct and as agreed.

We confirm that we wish the baptism to proceed.

We agree that our data is held and used in accordance with the Data 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- ✧ The right to request that we correct any personal data if it is found to be inaccurate or out of date;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.