

Parish Church of the Holy Trinity, St Andrews, linked with Boarhills and Dunino

South Street, St Andrews KY16 9NL

Telephone 01334 478317

Charity number SC 017173

Social Media Consent Form – Adults

Holy Trinity Parish Church ('the Congregation') strives to follow the Church of Scotland's good practice guidelines for use of photography, video etc, including its collection and safe storage – particularly as regards Facebook and the Congregation's website.

In respect of each adult, the Congregation will seek consent before using a photograph, video, audio recording or other information for a church activity.

Agreement and Consent

Name of adult:

Address:

Telephone number:

Email address:

I hereby authorise the Congregation to publish the following media/information about me:
(please tick each box that applies)

Photographs

Artwork

Videos & Recordings

Written Material

for the following purposes: *(please tick each box that applies)*

Inclusion in the Congregation's publications in print or electronic format

Within the church premises e.g. notice boards

Use on the Congregation's website, Facebook page and Twitter page

Inclusion in the Congregation's publicity material, presentations or banners.

I do/do not *(please delete as applicable)* authorise persons in the Congregation to communicate with me, using telephone or social media applications.

I acknowledge the following:

- I can withdraw consent at any time by contacting the Congregation’s Data Protection Officer at the address shown above;
- Media or information published prior to withdrawal of my consent may not be able to be withdrawn;
- Media or information will not be used in new material after withdrawal of my consent.

Signature:

Date:

Once completed, please return this form to the Congregation’s Data Protection Officer

The purpose of the Data Protection Act 2018 is to ensure that personal data held about an individual by an organisation is stored and used in an appropriate way. The Congregation, through Fife Presbytery, is registered with the Information Commissioner’s Office; its website provides in-depth information regarding the requirements of the Act: <https://www.ico.org.uk/>

The Congregation, committed to protecting privacy and safeguarding personal data, will use the information you have provided for congregational purposes and related matters and will only keep the data for as long as required for that purpose. The full Privacy Notice for the Congregation is available from the church office or on our website: <https://www.holyt.co.uk>

If you have any questions concerning the use of the information you provide, please contact our Data Protection Officer via the church office at South Street, St Andrews KY16 9NL.