**St. Andrew’s Methodist Church ‘Subject’ or Data Change Notification Form**

(for Data Holders to inform the Data Processor of changes to their holdings)

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| **Document or File Name:** | **Holder’s Name:** |

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| **Subject’s Name** | **If name****added or removed?** | **Data category affected** | **New Data, or if Data removed** |
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Completion notes for ‘Subject’ or Data Change Form

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| **Name** | Full name as recorded, with surname first if possible, then forename and with any title given. Please enter names in sequence, just as in your list, as this may show family connections. |
| **Name added/removed** | As applicable. (if Name is removed, the next 2 columns don’t need to be completed) |
| **Data category affected** | Record Data categories changed (eg Address, Tel No etc.,) (each category on a separate line). |
| **New Data or if Data removed** | As applicable to the indicated category of Data (use multiple lines for address etc.) |

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| **Subject’s Name** | **If name****added or removed?** | **Data category affected** | **Enter new Data, or if Data removed** |
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