

St. Andrew's Methodist Church Data Change Notification Form

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

Document or File Name:	Holder's Name:
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Subject's Name	Name added or removed?	Data category affected	Data added changed or removed?

Completion notes for Data Change Form – front and rear

Name	Full name as recorded, with surname first if possible, then forenames 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, Data category affected does not need to be completed)
Data category affected	Record if Data for this person has been added to or removed (use separate lines for each category), and type of Data changed (eg Address, Tel No etc.,) plus the Data itself, if added or changed.
Data added, changed or removed	As applicable to the indicated category of Data

Please continue on the form below, or on the rear of this form if the one below is detached

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