**St Andrew’s Methodist Church Data Request Form**

(To be forwarded to the Data Processor for action in lieu of Data Mapping)

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| **Team Leader or requester:** | **email contact details:** |
| **Church Role / use of Data:** | **Telephone:** |
| **Layout: Alphabetical sequence:**  **or Pastoral Visitor grouping:** | **Source of Data:** | **Date:** |

Sections in red to be completed by the Data Processor

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| **Data Holder** | **Medium: .docx****/ .xls / paper** | Name of File or Document issued |
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| **Personal Data required** (please tick) |
| Address | Phone No | email | Family members | Membership status |
|  |  |  | Pastoral Visitor |  |

If further sheets of the Names of ‘Subjects’ might be required, please copy the 2 pages of the Continuation Form and attach as many times as required before starting, i.e. when blank - (unused sheets may be deleted later)

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|  **Names of ‘Subjects’** (with surname first, then forename, (and title if required), grouping family members together) **Complete only for**: **Pastoral Visitor grouping**: list every Pastoral Visitor with their list of names or **Part List**: list only those whose personal information the Data Holders receive |
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**St Andrew’s Methodist Church Data Request Continuation Form**

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|  **Names of ‘Subjects’** (contd.)(with surname first, then forename, (and title if required), grouping family members together) **Complete only for**: **Pastoral Visitor grouping**: list every Pastoral Visitor with their list of names or **Part List**: list only those whose personal information the Data Holders receive |
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| **Names of ‘Subjects’** (**contd.)** |
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