



Wedding Application

(Please read the notes overleaf before filling in this form)

For office use only: date, time and place of wedding

Groom's Details	
Full Name	
Current Address ¹	
Address since (year)	
Phone	
Email	
Date of Birth ²	
Age on Date of Wedding	
Occupation or Profession	
Have you been married before? ³	Yes / No Please give dates: How did the marriage end?
Are you related or connected by marriage?	Yes / No If yes, please give details:
Nationality	
Date of Wedding	
Time of Wedding	
Parish Church (for Banns - if known) ^{4/5}	
Father's Full Name	
Still living?	Yes / No
Occupation or Profession	
Retired?	Yes / No
Do you have any children?	Yes / No If yes, please give names and ages

Bride's Details	
Full Name	
Current Address ¹	
Address since (year)	
Phone	
Email	
Date of Birth ²	
Age on Date of Wedding	
Occupation or Profession	
Have you been married before? ³	Yes / No Please give dates: How did the marriage end?
Are you related or connected by marriage?	Yes / No If yes, please give details:
Nationality	
Date of Wedding	
Time of Wedding	
Parish Church (for Banns - if known) ^{4/5}	
Father's Full Name	
Still living?	Yes / No
Occupation or Profession	
Retired?	Yes / No
Do you have any children?	Yes / No If yes, please give names and ages

I certify that to the best of my belief the answers given are correct	Signature	I certify that to the best of my belief the answers given are correct	Signature
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Keeping in Touch: please give the address where you will be living after your wedding?

Notes:

1. Make sure that you include the name of your full address, post code and daytime telephone number.
2. If either of you will be under 18 on the proposed date of the wedding, the clergy person will need to know whether the consent of parents or guardians has been obtained.
3. The Church's rules do not normally permit the marriage of anyone who has a previous marriage partner still living. However in some circumstances this might be possible. If this applies to you, please speak in the first instance to the Parish Administrator. Tel 01202 570010
4. Your Parish Church is the Church of the parish in which you live. If either of you lives in a different parish from that in which the marriage is to take place, you must arrange for the banns to be read there too and obtain a Banns Certificate.
5. If neither of you lives in the parish of the church in which you wish to be married, please complete Form 2 to indicate your qualifying connection with the parish.
6. At least seven days notice is required before the first reading of the banns of marriage.

For office use only:

First Meeting:	Minister:	Minister to take wedding:
Banns Dates at St Andrew's / St Philip's: 6		
Other church(es) to contact for Banns readings (if applicable): 5		

SERVICE DETAILS (this section to be completed with the minister who is taking your wedding)

FLOWERS - normally white / cream Special requests:		
ORDERS OF SERVICE: Yes/No	VIDEO: Yes/No (by whom):	APPROX NUMBER OF GUESTS:
BEST MAN:	BRIDESMAIDS / PAGE BOYS:	
WITNESSES to signing of the register: (must be over 16yrs old) 1: 2:		
USHERS:		
GIVING AWAY: Yes /No By whom:		
DISABLED GUESTS:		
		RINGS: 0 / 1 / 2
MUSIC IN:	ORGAN: Yes/ No CD: Yes / No	
SIGNING OF REGISTER:	ORGAN: Yes/ No CD: Yes / No	
HYMN 1:		



HYMN 2:	
HYMN 3:	
MUSIC OUT:	ORGAN: Yes / No CD: Yes / No
BIBLE READING:	OTHER READING:
OTHER SERVICE DETAILS:	

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St Andrew's, Kinson

1. Your personal data - what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The PCC of St Andrew's Kinson is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC of St Andrew's Kinson complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at St Andrew's Kinson;

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent.

6. How long do we keep your personal data¹?

We keep data in accordance with the guidance set out in the guide “Keep or Bin: Care of Your Parish Records” which is available from the Church of England website [see footnote for link].

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the PCC of St Andrew's Kinson holds about you;
- The right to request that the PCC of St Andrew's Kinson corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the PCC of St Andrew's Kinson to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the PCC Secretary, Mrs J Phillips, by email on brianjen.phillips@yahoo.co.uk or mobile: 07984 639 932.

You can contact the Information Commissioners Office on 0303 123 1113 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 5AF.

¹ Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>



Consent Form

Your privacy is important to us, and we want to communicate with church members in a way which has their consent, and which is in line with UK law on data protection. As a result of a change in UK law, we now need your consent to how we contact you. Please fill in the contact details you want us to use to communicate with you:

Name

Address:

Email Address:

Phone Number:

By signing this form you are confirming that you are consenting to the PCC of St Andrew's Kinson holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):-

I consent to the church contacting me by post phone or email.

To keep me informed about news, events, activities and services at St Andrew's (note you can unsubscribe from the church e-bulletin at any time);

To including my details in the 'Church Directory' which is circulated to Church Members only.

To share my contact details with the Diocese of Salisbury so they can keep me informed about news, events, activities and services that will be occurring in the diocese and which are directly relevant to the role I am undertaking;

Signed:

Dated:

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the Parish Office.

You can withdraw or change your consent at any time by contacting the Parish Secretary, Mrs J Phillips, at St Andrew's Church Office, Millhams Road, Bournemouth, BH10 7LN or brianjen.phillips@yahoo.co.uk.

Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.