



## Data Protection & Mailing Lists

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### General Mailing Lists

Consent must be gathered when you wish to include people on a mailing list. This can be done by:

- issuing a consent form inviting people to join a mailing list **or**
- issuing an online form which allows people to input their information onto a mailing list **or**
- placing a notice on a social media page explaining the purpose for signing up to a group

It should be very easy for a person to change their mind and revoke their consent. The form/notice must explain how a person can do this. If someone withdraws consent, you need to ensure you remove them from your database.

### Parish Lists

Consent is one way to get permission to use personal data. If you do not have consent, you may be able to rely on legitimate interest. Legitimate interest enables you, as a diocese or parish, to hold onto basic contact details for parishioners who do not return their consent form:

- you can agree what 'basic' consists of (e.g. name, address and phone number);
- you must record the decision-making process e.g. 'on the 26th November, the Select Vestry agreed that the basic personal data required for the legitimate activity of the parish is: name, address and phone number';
- use this information only in a way the person would reasonably expect;
- do not share this personal information to any third party without consent.

If another organisation is holding contact information on your behalf (e.g. an e-bulletin subscription list), you will need to ensure that they also comply with the principles of GDPR.