

**Maze Presbyterian Church  
Data Collection Form**



We are moving to a new membership database and are taking the opportunity to ensure our records are as accurate as possible and compliant with GDPR regulations. The new system will enable members to control their own data in the database and enable real time updating of rotas and meetings. To help us get the new system operational, we would be grateful if each household could complete this data collection form and either return it by email to [paul.hanna@mazepc.org](mailto:paul.hanna@mazepc.org) or in hardcopy to the collection point in Church or by post to Paul Hanna, 22 Mount Royal, Lisburn, BT27 5BF. Guidance notes are included at the end of the form but please complete all requested data. By providing the data you are giving Maze Presbyterian Church consent to use it for Church related activities.

Section 1: Household Details <sup>1</sup>		Share? <sup>2</sup>
Address	Town/City: County: Postcode:	
Landline Telephone		

**Section 2: Individual Details<sup>3</sup>**

**Person 1**  Make person's name visible to other users<sup>2</sup>

Title <sup>4</sup>	First Name <sup>5</sup>	Surname	Date of Birth <sup>6</sup>	FWO Number <sup>7</sup>	Gift Aid <sup>8</sup>

Email Address	Share?	Mobile Number	Share?

Please tick<sup>9</sup> below if you are happy for the Church to contact you using (please tick all that apply):

Mobile     Landline     Post     Email

**Person 2**  Make person's name visible to other users

Title	First Name	Surname	Date of Birth	FWO Number	Gift Aid	Relationship to Person 1 <sup>10</sup>

Email Address	Share?	Mobile Number	Share?

Please tick below if you are happy for the Church to contact you using (please tick all that apply):

Mobile     Landline     Post     Email

**Person 3**  Make person's name visible to other users

Title	First Name	Surname	Date of Birth	FWO Number	Gift Aid	Relationship to Person 1

Email Address	Share?	Mobile Number	Share?

Please tick below if you are happy for the Church to contact you using (please tick all that apply):

Mobile     Landline     Post     Email

**Person 2**  Make person's name visible to other users

Title	First Name	Surname	Date of Birth	FWO Number	Gift Aid	Relationship to Person 1

Email Address	Share?	Mobile Number	Share?

Please tick below if you are happy for the Church to contact you using (please tick all that apply):

Mobile  Landline  Post  Email

**Person 5**  Make person's name visible to other users

Title	First Name	Surname	Date of Birth	FWO Number	Gift Aid	Relationship to Person 1

Email Address	Share?	Mobile Number	Share?

Please tick below if you are happy for the Church to contact you using (please tick all that apply):

Mobile  Landline  Post  Email

**Person 6**  Make person's name visible to other users

Title	First Name	Surname	Date of Birth	FWO Number	Gift Aid	Relationship to Person 1

Email Address	Share?	Mobile Number	Share?

Please tick below if you are happy for the Church to contact you using (please tick all that apply):

Mobile  Landline  Post  Email

## Guidance Notes

<sup>1</sup> Please complete this section once per household.

<sup>2</sup> Ultimately, each member of our Church will be able to access the new system online and view and update their own details. If you agree to share your contact information, others in the congregation will be able to view the information you have shared. What you share can be changed at any time but sharing would make it easier for others to provide support in times of need. Therefore, we encourage everyone to share their contact details but understand if you do not wish to do so. Please enter "Yes" or "No" in each of the boxes entitled "Share?".

<sup>3</sup> Please complete this section once for each person in the household, including adults and all children.

<sup>4</sup> Please enter your title such as Mr, Mrs, Ms, Dr, Professor etc.

<sup>5</sup> Please enter the name you wish to be known by.

<sup>6</sup> Your date of birth will be used to help filter information which may be relevant to you. This allows us to automatically determine information for statistical returns to Church House.

<sup>7</sup> Please enter your FWO number, if known. If you have a joint FWO envelope, then include the same number beside each person it is joint with. As well as stating your FWO number, please indicate what proportion of your giving you would wish to allocate against each individual. This is extremely important in the case of claiming gift aid, so that we do not claim gift aid in error. So, for example, if you and your spouse share envelope number 123 and wish your giving to be shared equally against both names, then for person 1, enter 123 (50%) and for person 2, enter 123 (50%). Alternatively, if for your joint envelope the gift aid should be claimed against only one individual then enter 123 (100%) of person 1 and 123 (0%) person 2 accordingly. Any other percentage split is acceptable.

<sup>8</sup> If you have a gift aid declaration signed, please enter "Yes" otherwise enter "No". If you wish to complete a Gift Aid Declaration so the Church can claim back tax on your donations, please speak to George Redpath or Paul Hanna.

<sup>9</sup> If completing the form electronically, double clicking on the box will give an option to change the box to "ticked".

<sup>10</sup> Please describe your relationship to person number 1, e.g. husband, wife, mother, son, etc.