

Your Details	Name:	Church attended:
Address	Post Code:	
Email	Mobile:	

Under the current **General Data Protection Regulations** any person is allowed to request access to information Contagious Bible Ministries holds about them. We, therefore, need to audit what information is held about Contagious delegates by our volunteers. All past personal data held on paper or digitally on devices must be removed and destroyed. If you have any past photographs, sensitive records or safeguarding information please send it/them to safeguarding@contagious.org.uk before destroying them. If you identify any personal information that you wish to keep for legitimate reasons (e.g. a prayer diary), please complete this form below and return it to the Data Manager, Lisa Wheatley at lisa.wheatley@contagious.org.uk

Tell us about the Personal Data you wish to securely retain: (Please use the example on the first line to help you fill in the form.)

What personal data do you wish to retain?	In what form is the data held (e.g. paper, mobile contact, image,.docx file)?	Whose data do you hold? List names or attach a copy of the file.	Why do you wish to retain this personal data?	How will the data be stored?	If you have shared the information, please list their names.
SUS Group Name List EXAMPLE	Written by me on a sheet of A4 paper. EXAMPLE	Names of the girls in my group and their mobile numbers. Screenshot attached EXAMPLE	So I can pray for them and send them occasional WhatsApp Group messages. EXAMPLE	It's folded up in my Bible on my bookshelf EXAMPLE	I have not shared it with anyone else.

