



## Kemnay Parish Church O365 and paper based personal data access.

Kemnay Parish Church of Scotland has setup an O365 email and file-storage system to facilitate communication between all church workers whilst conducting church business. This form must be complete by all persons who will have access to personal data in either electronic or paper form.

Anyone who has a role in connection with the running of the church may obtain an account free of charge. This account should be used only for church business and no church business should be conducted using any other personal email accounts.

This will ensure compliance with the “Kemnay Parish Church of Scotland Data Protection Policy”. For full details please refer to the Kemnay Parish Church of Scotland Data Handling Procedure.

The account will be set up for you, and assistance will be available to help you access and navigate your account.

Please enter your personal details below:

Title	
First Name	
Surname	
Address	
Address	
Address	
Post Code	
Home Phone	
Mobile Phone	
Current Email Address	

- I require an O365 account: Yes/No \*\*
- I agree that the email and file storage account which will be setup for me as a result of this application will be used only for conducting church business.
- I have watched the IOC video ‘The lights are on’ on youtube you can open the following link on the church website for an easy way to get to it <http://kemnayparish.church/wp/0365-getting-started/>
- I will adhere to the Kemnay Parish Church Data Handling Procedure

Signed .....

Date .....

\*\* Please delete as appropriate