**KEYHOLDER DECLARATION**

**CONFIDENTIAL**

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| Name of Church: |  |

|  |  |
| --- | --- |
| Reason for holding the key (role, group etc): |  |

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| --- | --- | --- | --- |
| Name of key holder: |  |  |  |
| Address: |  | Phone Nos: (landline and mobile) |  |
| Postcode: |  | Email: |  |

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| These keys/pass/entry code are issued to you under the following conditions:   1. You shall not have any copies made from these keys/pass. 2. These keys/pass should not be lent to anyone else. 3. On completion of your term of office these keys/pass shall be returned to the parochial church council secretary or the Church Officer responsible for Church Keys …………………………………. and not handed over to another person. 4. Where entry code numbers are given instead of keys/pass, this information will not be given to anyone else.   I accept the above conditions.  Signed: ………………………………………………. Date: …………………………………. |

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| Keys Issued:  1.  2.  3. |

A copy of this agreement should be retained by the individual and by the parochial church council secretary or the property committee secretary.

Information on how we process and protect your personal data can be found in our parish privacy notice [include a link to your parish privacy notice]