



# Change of Congregation Contact

Please fill in the following form to notify the Synod of SA about any type of personal contact change. All details should be completed to ensure the correct record on the database is changed.

**Please forward to:** Database Changes, UCA Synod of SA, GPO Box 2145, Adelaide SA 5001  
**or email:** synod@sa.uca.org.au

Congregation / Organisation	
Name of congregation/organisation:	
_____	

Outgoing Position Holder				
Title	Given Name (s)			
Surname				
Position end date				
Position(s) held:	Chairperson	Administrator	Secretary	Treasurer
	Duty of Care Contact Person	Privacy Contact Person	Safe Church Cong. Liaison	
	Other _____			

Incoming Position Holder				
Title	Given Name (s)			
Preferred Name (if applicable)				
Surname	<i>Please tick for privacy preference (see below)</i>			
Residential Address		Synod/Pres	Church	Public
Suburb	Postcode	Synod/Pres	Church	Public
Postal Address		Synod/Pres	Church	Public
Suburb	Postcode	Synod/Pres	Church	Public
Home Phone		Synod/Pres	Church	Public
Work Phone		Synod/Pres	Church	Public
Mobile		Synod/Pres	Church	Public
Email		Synod/Pres	Church	Public
Position start date				
Position(s) held:	Chairperson	Administrator	Secretary	Treasurer
	Privacy Contact Person	Duty of Care Contact Person		
	Other _____			

*Privacy Preference Definitions		
Flag	Disclosure	Included in online directory
Public	Permitted to be disclosed to any (anonymous) member of the public	Yes
Church Use Only	Permitted to be disclosed to ministers, Synod or Presbytery staff, and office bearers	Yes
Synod/Pres Use Only	Permitted to be disclosed ONLY to Synod or relevant Presbytery staff for internal use	No

### Privacy Statement

All information collected on this form is managed in accordance with the Synod of SA Privacy Policy. It has been collected for the primary purpose of communication and correspondence related to the activities conducted by the The Uniting Church in Australia, Synod of South Australia, and maintaining up to date Organisation and Office Bearer records, and/or compiling the Online Directory. It may also be used in relation to any authorised activities of other Synods or the Assembly of The Uniting Church in Australia. If you need clarification about what constitutes an authorised activity or you have any other privacy related queries, please contact Rev Sue Page on (08) 8236 4217 or privacy@sa.uca.org.au

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_