



# wedding details and fees for 2018

Wedding date & time	
Bridegroom's full name	
Bride's full name	
Contact address & postcode	
telephone number[s]	
email	

The **optional facilities** you request will add a good deal to the day, and we shall make **every reasonable effort** to provide them. If for any reason we are not able to do so, **those fees** will be **adjusted appropriately** ; similarly, if for any reason the ceremony **does not start on time**, we reserve the right to **retain the fees for the extra facilities** in part or entirely. Fees are usually increased slightly in January every year, and they are **payable in advance**. Filling this form in and giving it back to us will be taken as your agreeing with these conditions and with the notes on the other side of this paper.

optional facilities			statutory fees	
we should like the <b>bells</b> to be rung	no/yes	<b>£150.00</b>	<b>banns</b> <sup>3</sup>	<b>£29.00</b>
we should like <b>flowers</b> to be provided	no/yes	<b>£90.00</b>	<b>service</b>	<b>£441.00</b>
we should like there to be an <b>organist</b> <sup>1</sup>	no/yes	<b>£125.00</b>	<b>certificate</b>	<b>£4.00</b>
we should like a <b>choir</b> <sup>2</sup>	no/yes	<b>£250.00</b>		
sub total				
<b>+ statutory fees</b>		<b>£456.00</b>		<b>£474.00</b>
<b>final total</b>				

<sup>1</sup> if you want any sort of music, this fee must be paid to our resident organist; for a number of reasons we are not able to allow the use of CDs at weddings. The organist is due double fees if a video recording is made.

<sup>2</sup> **choirs** are **subject to limited availability**; the fee may be reduced if a full choir is unavailable.

<sup>3</sup> except in the rare cases when marriage is by licence and not after banns.

Please send the completed form to the parish clerk, Mrs Rosemary Lilley • 21 Salisbury Road • Carshalton • SM5 3HA together with a deposit cheque for £100 (payable to "Carshalton Rector & Churchwardens"). Mrs Lilley will also be able to help you with your enquiries (020 8395 8394) [rosemarylilley@blueyonder.co.uk](mailto:rosemarylilley@blueyonder.co.uk)). God bless you both.

**it is very important that you read the notes on the other side of this paper**



# wedding details and fees for 2018

Modern weddings are full of expectations, and they are rather different from the expectations even of 25 years ago. A huge amount of very advanced planning is usual, and couples hope for a “Perfect Day”.

This isn't wise! Nothing in this life goes perfectly. So we try to do what we can to make things go smoothly. For that reason, it's important to say something about what the parish church can and can't do.

- We aren't like the **venue** which you book and hire, and where you hold the reception. Church weddings fit into a schedule of other services, and sometimes of other weddings. You will have our full attention, but other things claim our full attention too.
- We have the **legal duty** to control the times, the order of service, the music, where people stand and sit, where the furniture is placed, and how and when people move about. For instance, in this church the bride always enters before the bridesmaids.
- We are happy for people in the congregation to give extra readings or share in the prayers, and for other clergy to be involved : but for the sake of getting things right, we need to **know in advance** who would like to do what.
- Because of difficulties with copyright laws, **we can't allow the playing of recorded music** before, during or after the service : though we are allowed to be flexible at funerals, we are not at other services.
- Photographs from our point of view are fine : but, also because of copyright laws, unfortunately **we don't allow video cameras**.
- There are also some local **limitations** which mean that, for instance, it isn't possible to tie flowers on the ends of the pews, or scatter confetti inside the church, or bring in balloons.
- We keep the very ancient Christian custom that men and boys do not wear **hats** inside church.
- Think carefully before you ask **under sevens** to act as bridesmaids or pages, especially if they haven't started school : they can be very distracting at a most important moment. The vows you will be taking are the most important things you will ever say in public. They need your full attention, and everybody else's too.
- And finally, please do try to arrive **on time**. There are many reasons why a bride may arrive late, and not all of them are in her control. But the organist, the bellringers and the priest usually have other commitments. They expect to be available only for up to an hour. After that, they have every right to go, and take their fee with them; or start with another wedding.

This all sounds very forbidding, but really it isn't meant to be. It's the fruit of long experience of a lot of weddings. The great majority of weddings go without a hitch, and we want yours to be one of them. God bless you.

John Thewlis, Rector

# DATA PRIVACY NOTICE

## The Parochial Church Council (PCC) of Carshalton All Saints

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### 2. Who are we?

The PCC of All Saints Carshalton is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

The PCC of All Saints Carshalton complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to fulfil the duties of a Parish Church as prescribed in Statute, Common and Canon Law;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news and services at All Saints;

### 4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news and services and process your gift aid donations.
- **There is a legal requirement to maintain registers of the those who are baptised, married or have funerals in All Saints, as well as information about parents or sponsors, god-parents, witnesses and next-of-kin**
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
  - **there is no disclosure to a third party without consent.**

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service, or for purposes connected with the church, including legal requirements. We will only share your data with third parties outside of the parish with your consent.

### 6. How long do we keep your personal data<sup>1</sup>?

We keep data in accordance with the guidance set out in the guide "Keep or Bin: Care of Your Parish Records" which is available from the Church of England website [see footnote for link].

Specifically, we retain **parish registers (baptisms, marriages, funerals) permanently.**

### 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the PCC of All Saints Carshalton holds about you. *NB: In some cases, a fee may be payable<sup>2</sup>*
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

### 8. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the PCC Secretary at [marion3williams@gmail.com](mailto:marion3williams@gmail.com), or on 07402 662 362

You can contact the Information Commissioners Office on 0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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<sup>1</sup> Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

<sup>2</sup> [www.churchofengland.org](http://www.churchofengland.org) Table of Parochial Fees