

**SECTION 1**

# **APPLICATION FOR ENROLMENT ON THE CHURCH ELECTORAL ROLL FOR THE PARISH OF ST ANDREW'S EATON, NORWICH**

|  |  |
| --- | --- |
| Name |  |
| Preferred Title |  |
| Address |  |
| Postcode |  |

I declare that:

[ ]  1. I am baptized and am aged 16 or over, or become 16\* on

|  |  |
| --- | --- |
| Date of 16th birthday  |  |

Tick one only of boxes 2A, 2B or 2C

[ ]  2A I am a member of the Church of England (or a Church in communion with the Church of England) and am a resident in the parish.

[ ]  2B I am a member of the Church of England (or a Church in communion with the Church of England) and, not being a resident of the parish, I have habitually attended public worship in the parish during the period of six months prior to enrolment.

[ ]  2C I am a member in good standing of a Church (not in communion with the Church of England) which subscribes to the doctrine of the Holy Trinity and also declare myself to be a member of the Church of England and I have habitually attended public worship in the parish during the period of six months prior to enrolment.

I declare that the above answers are true and I apply for inclusion on the church electoral roll of the parish.

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

\*Those who become 16 in the next twelve months may complete the form and become eligible to be entered on the roll on their sixteenth birthday.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION 2**

# **CONSENT FORM FOR CONTACT DETAILS**

Please fill in the contact details below that you wish us to use to communicate with you.

Your address is a mandatory part of the Electoral Roll form (previous page). By consenting to us using any contact details you give us below, this consent will also be understood to include your address.

|  |  |
| --- | --- |
| Email |  |
| Phone |  |
| Mobile |  |

By signing this section of the form, you are confirming that you are consenting to the PCC of St Andrew's Eaton holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):

[ ]  To keep me informed about news, events, activities and services at St Andrew's, Eaton (and sometimes organised jointly with Christ Church Eaton and other local churches).

[ ]  To share my contact details, where necessary, with other members of St Andrew's, Eaton (e.g. home group membership lists, volunteer rotas, etc.)

I consent to the church contacting me by:

[ ]  post [ ]  phone [ ]  mobile (including text messages) [ ]  email [ ]  social media

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

**EXPLANATORY NOTES**

**Notes relating to the completion of SECTION 1:**

**Application for Enrolment on the Church Electoral Roll**

1. The only churches at present in communion with the Church of England are other Anglican Churches and certain foreign Churches.
2. Membership of the Electoral Roll is also open to members in good standing of a Church not in communion with the Church of England which subscribes to the doctrine of the Holy Trinity where those members are also prepared to declare themselves to be members of the Church of England.
3. Every six years a new roll is prepared and those on the previous roll are informed so that they can re-apply. If you are not resident in the parish but were on the roll as a habitual worshipper and have been prevented by sickness or absence or other essential reason from worshipping for the past six months, you may write "would" before "have habitually attended" on the form and add "but was prevented from doing so because...” and then state the reason.
4. If you have any problems over this form, please approach the clergy or lay people responsible for the parish, who will be pleased to help you.
5. In this form, 'parish' means ecclesiastical parish.

**Notes relating to SECTION 2:**

**Consent Form for Contact Details**

1. You do not have to fill in any of this section of the form overleaf; but it will greatly help us to keep in touch with you effectively if you are able to tick as many of the seven tick-boxes as possible.
2. You can grant consent to either or both of the purposes given in this section of the form. Where you do not grant consent, we will not be able to use your personal data (so for example we may not be able to let you know about forthcoming services and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.
3. You may also grant consent to any or all of the five means of communication given overleaf (e.g. post, phone, email, etc.)
4. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the Parishes Office.
5. You can withdraw or change your consent at any time by contacting the Parish Administrator at Eaton Parishes Office, 41 Church Lane, Norwich, NR4 6NW or office@eatonchurches.org.uk. (Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.)



**ELECTORAL ROLL PRIVACY NOTICE**

**Who are we?**

St Andrew's Eaton Norwich PCC is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

**Why do we process your personal data?**

We use the personal data you provide on the electoral roll application form to enable us to manage, maintain and publish the electoral roll in accordance with Church Representation Rules (CRR) to:

* determine eligibility for attendance and participation at the Annual Parochial Church Meeting and for election to the Parochial Church Council, deanery, diocesan and general synods where applicable;
* calculate the number of representatives who may be elected to each of these synods in the following year;
* undertake a review and revision of the electoral roll as necessary; and
* publish your name and address, by exhibiting the roll in the parish church or the church website.

**What is the lawful basis for processing your personal data?**

1. *Processing for the purpose of determining eligibility, creating the electoral roll and use of the roll to calculate numbers for election to synod is necessary for compliance with a legal obligation.* The processing is a statutory requirement imposed by the Church Representation Rules, which means that you must give us this information if you want to be included on the electoral roll.
2. *Processing for the purpose of determining eligibility and creating or revising the electoral roll is carried out in the course of our legitimate activities,* as this relates solely to members the Church of England in connection with its purposes.
3. *Processing for the purpose of publishing the electoral roll relates to personal data which are manifestly made public by the data subject.* When you apply to have your name added to the church electoral roll, the automatic legal consequence as stated in the CRR, (Part I Formation of the Roll 1 (8) and Revision of Roll and Preparation of New Roll 2(3) and 2(7)) is that your name and address will be published, and by submitting your application form you are making that data public.

**Sharing your personal data**

Your personal data will be shared within the institutional Church of England and with the general public.

**How long do we keep your personal data?**

We keep your personal data for 6 years after a complete review of the electoral roll.

**Your rights and your personal data**

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

* The right to request a copy of your personal data which we hold about you;
* The right to request that we correct any personal data if it is found to be inaccurate or out of date;
* The right to request your personal data be erased where it is no longer necessary for us to retain such data;
* The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
* The right to object to the processing of your personal data for direct marketing and to have that processing stopped;
* The right to lodge a complaint with the Information Commissioners Office.

**Contact Details**

Parishes Administrator

Eaton Parishes Office

41 Church Lane, Norwich, NR4 6NW.

You can contact the Information Commissioners Office on 0303 123 1 113 or via email: https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

**DATA PRIVACY NOTICE**

**Adopted by the Parochial Church Council (PCC) of St Andrew's Eaton and provided by the Information Commissioners Office**

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').

1. **Who are we?**

The PCC of St Andrew's, Eaton is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

1. **How do we process your personal data?**

The PCC of St Andrew's, Eaton 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 provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
* To administer membership records;
* To fundraise and promote the interests of the charity;
* To manage our employees and volunteers;
* To maintain our own accounts and records (including the processing of gift aid applications);
* To inform you of news, events, activities and services running at St Andrew's.
1. **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, events, activities and services and process your gift aid donations and keep you informed about diocesan events.
* Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
* Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
	+ the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes);
	+ there is no disclosure to a third party without consent.
1. **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 to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent.

1. **How long do we keep your personal datal ?**

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 electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

1. **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 St Andrew's, Eaton holds about you;
* The right to request that the PCC of St Andrew's, Eaton corrects any personal data if it is found to be inaccurate or out of date;
* The right to request your personal data is erased where it is no longer necessary for the PCC of St Andrew's, Eaton to retain such data;
* The right to withdraw your consent to the processing at any time;
* The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*];
* The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
* 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); direct marketing and processing for the purposes of scientific/historical research and statistics*];
* The right to lodge a complaint with the Information Commissioners Office.

**Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**Contact Details**

To exercise relevant rights, queries of complaints please in the first instance contact the Vicar, The Rev Dr James Cook, Eaton Parishes Office, 41 Church Lane, Norwich, NR4 6NW, or email: james@standrewseaton.org.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contactus/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

1 Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: https: / /www.churchofeng(and.org/about-us/ structure/churchcommissioners/administration/librariesandarchives/recordsmanaeementeuides.aspx