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## APPLICATION FOR ENROLMENT ON THE CHURCH ELECTORAL ROLL

Full name \_\_\_\_\_

Preferred title (if any) \_\_\_\_\_

Full address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Email Address (optional) \_\_\_\_\_

**1: I declare that** (please tick only one box from options A or B)

1A ☐ I am baptised, am a lay person, and am aged 16 or over

1B ☐ I am baptised, am a lay person, and become 16\* on \_\_\_\_\_

*\*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.*

**2: I declare that** (please tick only one box from options A, B or C)

2A ☐ I am a member of the Church of England (or of 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 of a Church in communion with the Church of England, am not resident in the parish, [but have habitually attended public worship in the parish during the preceding six months] [and would have habitually attended public worship in the parish during the preceding six months but was prevented from doing so because \_\_\_\_\_].

2C ☐ I am a member in good standing of a Church which is not in communion with the Church of England but subscribes to the doctrine of the Holy Trinity, am also a member of the Church of England [and have habitually attended public worship in the parish during the preceding six months] [and would have habitually attended public worship in the parish during the preceding six months but was prevented from doing so because \_\_\_\_\_].

*\*If you tick 2B or 2C in circumstances where a new Roll is being prepared, you must delete either the first set of words in square brackets or the second set. If you delete the first set, you must complete the second set by filling in the space at the end. see Note 3 for further information.*

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Notes**

### ***General matters***

- 1 The only Churches at present in communion with the Church of England are other Anglican Churches and certain foreign Churches, as listed in the Supplementary Material to the Canons (but note [Rule 83\(3\)](#) of the Church Representation Rules, which provides for any question as to whether a particular Church is in communion with the Church of England to be decided by the Archbishops of Canterbury and York acting jointly).
- 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 reapply. If you are not resident in the parish but were on the roll as a habitual worshipper and have been prevented by illness or other sufficient cause from worshipping for the past six months, you should complete declaration 2B or 2C as follows –
  - (a) delete the first set of words in square brackets and
  - (b) at the end of the second set of words in square brackets, briefly state the reason for not having worshipped as mentioned.
- 4 If you have any problems with 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.

### ***Use of email addresses and other personal data***

- 6 You do not have to provide an email address on this Form. If you do provide one, the Parochial Church Council and the electoral roll officer are entitled to use that email address to communicate with you in connection with the maintenance or revision of the Roll or the preparation of a new Roll or with elections to or membership of the Council.
- 7 The Church Representation Rules impose certain requirements for your name and address to be given to a third party, such as the diocesan electoral registration officer, in connection with elections to or membership of a deanery synod, diocesan synod or the House of Laity of the General Synod. If you provide an email address on this Form, it will be given to the third party along with your postal address.
- 8 A third party to whom your name and address have been given under the Church Representation Rules is in certain cases required by the Rules to pass them on to another person, such as the presiding officer in a synodical election. If you provide an email address on this Form, that email address will be given to the other person along with your postal address.
- 9 Any person to whom your email address or other personal data is given under the Church Representation Rules is required by those Rules to hold the data securely. Furthermore, if you do provide an email address on this Form, that does not give anybody the right to use it for any purpose other than those permitted by the Rules; so it cannot, for example, be used for social matters or fund-raising.
- 10 The roll is published after each annual revision and after the preparation of a new roll. The published roll will include your name (as well as the name of every other person on the roll) but none of your other personal data (as defined by the Data Protection Act 2018) will be made public as a result of your inclusion on the roll.



## ST GEORGE'S, WHYKE DATA CONSENT FORM

Your privacy is important to us, and we want to communicate with church members in a way which has their consent, and which is in line with UK law on data protection. Please fill in the contact details you want us to use to communicate with you:

Name: .....

Address: .....

.....

Email Address: .....

Phone Numbers: .....

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

I consent to the church contacting me by ☐ post ☐ phone and/or ☐ email.

☐ To keep me informed about news, events, activities and services at St George's (note you can unsubscribe from the church e-newsletter at any time);

☐ To including my details in the Church Directory which is circulated to the Rector and other Church Officers for the purposes of ministry and mission.

Signed: ..... Dated: .....

You can grant consent to all the purposes; one of the purposes or none of the purposes. 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. You can find out more about how we use your data from our Data Privacy Notice overleaf.

You can withdraw or change your consent at any time by contacting the Parish Administrator at Parish Office, St George's Church, Cleveland Street, Chichester PO19 7AD or [office@whyke.info](mailto:office@whyke.info). 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.

**Please return this form to Lesley Valerio (Electoral Roll Officer) or to the parish office: [office@stgeorgeschichester.org](mailto:office@stgeorgeschichester.org).**

## DATA PRIVACY NOTICE

### The Parochial Church Council (PCC) of St George's Church, Whyke, Chichester

#### 1. Your personal data (information) – what is it?

Personal data relates to a living individual who can be identified from that data. Identification may be by the information held 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 (GDPR).

#### 2. Who are we?

The PCC of St George's Church, Whyke, Chichester is the data controller (*please see contact details at bottom of this page*). This means it decides how your personal data is processed and for what purposes. In general, all employees, office holders and other volunteer workers of the church process data for the PCC in this respect. Exceptionally, however, the Rector, as Incumbent, may act as a separate data controller, determining the manner and/or purposes of data processing independently. Please see the separate Data Privacy Notice for the Rector. As part of the Church of England, the PCC and Incumbent work with a number of different organisations and office-holders to deliver the Church's mission in each community. They work with i) other clergy and churches within the Deanery of Chichester; ii) the Rural Dean of Chichester; iii) the Archdeacon of Chichester; iv) the Bishop of Chichester and other Bishops within the Diocese; and v) the Chichester Diocesan Fund and Board of Finance which is responsible for the financial and administrative arrangements for the Diocese of Chichester. As the Church is made up of these persons and organisations working together, we may need to share personal data we hold with them so that they can carry out their responsibilities to the Church and our community. These organisations are joint data controllers. As such, we are all responsible to you for how we process your data.

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

The PCC of St George's Church, Whyke, Chichester complies with its obligations and responsibility 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.

#### 4. We use your personal data for the following purposes:

- To enable the provision of pastoral and spiritual care.
- To enable us to provide a voluntary service for the benefit of the public;
- To administer membership records;
- To fundraise and promote the interests of the charity of St George's Church;
- To maintain records for the purposes of safeguarding children and vulnerable adults;
- To manage any employees and volunteers;
- To maintain our own accounts and records, including the processing of gift aid applications;
- To inform individuals of news, events, activities and services in the life of St George's Church;
- To operate the and deliver the services that individuals have requested as part of the South-East area of Chichester website;
- Our processing may also include in the future the use of CCTV systems for the prevention of crime.

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

- Explicit consent of the data subject to enable us to keep you informed about news and initiatives in the life of St George's Church.
- Explicit consent of the data subject to enable us to process your gift aid donations and financial pledges;
- Explicit consent of parents or carers so that we can register and safely look after the young people who wish to attend our outreach activities.
- Processing is necessary for carrying out obligations under the employment, social security or social protection law, or a collective agreement;
- Processing is necessary either a) for our legitimate interests enabling us to fulfil our charitable, pastoral and missional aims as a parish church belonging to the Church of England or b) for the legitimate interests of third parties;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
  1. The processing relates only to members or former members (or those who have regular contact with it regarding those purposes); and
  2. There is no disclosure to a third party without consent.

#### 6. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of St George's Church to carry out a service to other church members or, for the purposes connected with the church. We will only share your data with third parties outside of the parish with your consent.

#### 7. How long do we keep your personal data?

We keep your personal data for no longer than is reasonably necessary 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<sup>1</sup> Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 7 years after the tax year to which they relate. Parish registers for baptisms, marriages, funerals are kept permanently.

#### 8. Your rights and your personal data

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

- The right to request a copy of your personal data which the PCC of St George's Church, Whyke, Chichester holds about you.
- The right to request that the PCC, as above, 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, as above, 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, where applicable, (known as the right to data portability). *This only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject, 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. *This 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.*

#### 9. Further processing

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

#### 10. Contact Details

To exercise all relevant rights, queries, or complaints, in the first instance please contact the Parish Administrator – Email: [rector@stgeorgeschichester.org](mailto:rector@stgeorgeschichester.org) or Tel: 01243 782885

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<sup>1</sup> You may contact the Information Commissioners Office on 0303 123 1113 or email <https://ico.org.uk/global/contact-us/email/> or the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF. Details about retention periods can currently be found in the Record Management Guides located on the Church Of England website: <https://www.churchofengland.org/about/libraries-and-archives/records-management-guides>.