

APPLICATION FOR ENROLMENT ON THE CHURCH ELECTORAL ROLL

Full name _____

Preferred title (if any) _____

Full address _____

Postcode _____

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 a Church in communion with the Church of England) and, not being resident in 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 _____

Notes

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 an 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.

ELECTORAL ROLL PRIVACY NOTICE

Who are we?

The Parochial Church Council of Cowplain St Wilfrid 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 of 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(1), 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

St Wilfrid's Church
Padnell Road Cowplain PO8 8DZ
023 9226 2295 admin@stwilfridscowplain.co.uk *Registered Charity no. 1130601*

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.