

# DIOCESE IN EUROPE

THE CHURCH  
OF ENGLAND



## THE DIOCESE IN EUROPE Church Council Officers Return 2019

<p>The Anglican Church of _____ (dedication)</p> <p>The Anglican Church, _____ (place)</p> <p>Archdeaconry / Deanery of _____</p>	<p>Number on Electoral Roll:</p> <p>Date of Annual General Meeting:</p> <p>Return form to Diocesan Office by: 31 May 2019</p> <p>Send copy to the Archdeacon by: 31 May 2019</p>
<p>Churchwarden (1) Name &amp; Address:</p> <p>Signature: _____</p>	<p>tel:</p> <p>fax:</p> <p>email:</p> <p>skype:</p>
<p>Churchwarden (2) Name &amp; Address:</p> <p>Signature: _____</p>	<p>tel:</p> <p>fax:</p> <p>email:</p> <p>skype:</p>
<p>Lay Vice Chair Name &amp; Address:</p> <p>Signature: _____</p>	<p>tel:</p> <p>fax:</p> <p>email:</p> <p>skype:</p>
<p>Safeguarding Officer Name &amp; Address:</p> <p>Signature: _____</p>	<p>tel:</p> <p>fax:</p> <p>email:</p> <p>skype:</p>
<p>Treasurer Name &amp; Address:</p> <p>Signature: _____</p>	<p>tel:</p> <p>fax:</p> <p>email:</p> <p>skype:</p>
<p>Secretary Name &amp; Address:</p> <p>Signature: _____</p>	<p>tel:</p> <p>fax:</p> <p>Email:</p>

<b>Archdeaconry Synod Representative Name &amp; Address:</b>  <b>Signature:</b> _____	<b>tel:</b> <b>fax:</b> <b>email:</b> <b>skype:</b>
<b>Archdeaconry Synod Representative Name &amp; Address:</b>  <b>Signature:</b> _____	<b>tel:</b> <b>fax:</b> <b>email:</b> <b>skype:</b>
<b>Archdeaconry Synod Representative Name &amp; Address:</b>  <b>Signature:</b> _____	<b>tel:</b> <b>fax:</b> <b>email:</b> <b>skype:</b>
<b>Archdeaconry Synod Representative Name &amp; Address:</b>  <b>Signature:</b> _____	<b>tel:</b> <b>fax:</b> <b>email:</b> <b>skype:</b>
<b>Environment Link/Officer Name &amp; Address:</b>  <b>Signature:</b> _____	<b>tel:</b> <b>fax:</b> <b>email:</b> <b>skype:</b>
<b>Youth Officer Name &amp; Address:</b>  <b>Signature:</b> _____	<b>tel:</b> <b>fax:</b> <b>email:</b> <b>skype:</b>

**Notes**

**Churchwardens:** The Churchwardens Measure requires that two churchwardens be elected annually.

I confirm that the two Churchwardens named on page 1 each made the required Declaration and were formally admitted at the AGM. I attach a copy of the signed Declarations.

Signed: ..... Chaplain / Priest-in-Charge/Lay Vice Chairman    Date .....

Archdeaconry Synod Representatives: are elected every 3 years – the last time in 2017; in the event that there may be one or more casual vacancies, the number is related to the number on the electoral roll ie 2 for the first 100 and then 1 for every additional 50 or part thereof with a maximum of 5.

Safeguarding Officer (Protection of Children, Young People & Vulnerable Adults): it is required that a person be appointed by the Church Council to be responsible on its behalf for implementing the Diocesan Safeguarding Policy for the protection children, young people and vulnerable adults. Information is available on the Diocesan Website.

Please return this completed form to: [bron.panter@churchofengland.org](mailto:bron.panter@churchofengland.org) or post to: The Diocesan Secretary's PA, 14 Tufton Street, London, SW1P 3QZ, UK.

Details from this form are stored electronically on the diocesan database. The Diocese in Europe is registered under the Data Protection Act 2018. Registration number Z5013541. You may find more information about how you data will be held by viewing our Privacy Statement (<https://europe.anglican.org/information/privacy-policy>)

## Privacy Notice for Chaplaincy and Congregation Role Holders

This notice explains how the information about your data as a Chaplaincy and Congregation Role holder is managed and your rights with respect to that data.

### **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 Diocesan Board of Finance of the Diocese of Europe is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### **3. Who you are?:**

Chaplaincy and Congregation Role Holders include, for example:

- Churchwardens, Congregational Wardens, Council Secretary, Council Treasurer, Safeguarding Officer, Assistant Safeguarding Officer, Diocesan Synod and Archidiaconal Synod Representatives, Lay Council Chairman, Youth Officer, Environmental Link Officer
- Other roles requiring safeguarding checks either locally or by the Diocesan Office.

### **4. How do we process your personal data?:**

The Diocese of Europe 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.

### **5. What data do we process?:**

- Name, titles, aliases and photographs
- Contact details such as email(s), telephone number(s), Mobile number(s) and address(es)
- We may process **personal data** relating to Role Holders including, as appropriate:
  - the Role Holder's age or gender or citizenship or similar information in order to monitor compliance with equal opportunities legislation;
- We may process **sensitive personal data** relating to Role Holders including, as appropriate:
  - the Role Holder's racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
  - in order to comply with legal requirements.

### **6. How we use your personal data for the following purposes?:**

- To enable the Diocese to meet all legal and statutory obligations;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments;
- To deliver the Church's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public in a Chaplaincy, Congregation and/or the Diocese;
- To administer membership records for Diocesan activities and groups;
- To be included in the public diocesan directory and on the Diocesan Website

### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared within the Diocese of Europe, to carry out a service to other church members or for purposes connected with the Diocese, and certain third parties outside of the Diocese as required for the efficient management of the Diocese from time to time.

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

We keep data in accordance with the guidance set out in the guide "Save or Delete: the Care of Diocesan Records" which is available from the Church of England website at <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>.

## 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 Diocese of Europe holds about you;
- The right to request that the Diocese of Europe 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 Diocese of Europe to retain such data;
- If you have provided explicit consent, 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).
- 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);
- The right to lodge a complaint with the Information Commissioners Office.

## 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy 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.

## 9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact, Andrew Caspari, the Data Protection Officer, at Diocesan Office, 14 Tufton Street, London, UK SW1P 3QZ, telephone number: 0044 (0)20 7898 1155 or mailto: [europa.dpa@churchofengland.org](mailto:europa.dpa@churchofengland.org).

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.