

# DIOCESE IN EUROPE

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THE CHURCH  
OF ENGLAND



## DECLARATIONS TO BE SIGNED BY EACH PERSON WHO IS CHOSEN TO BE A CHURCHWARDEN 2019

*Note these declarations must be signed annually - even if the person concerned has served as Churchwarden for a previous year.*

*The first Declaration is spoken at the Admission of Wardens. The Second is signed but not spoken.*

1. I (Name of Churchwarden):

duly chosen to the office of churchwarden for

The Anglican Church of

\_\_\_\_\_ (dedication)

\_\_\_\_\_ (place)

or

The Anglican Church,

\_\_\_\_\_ (place)

do declare that I will faithfully and diligently perform the duties of my office. So help me God.

2. I further declare that I am not disqualified under Section 2(1), (2) or (3) of the Churchwardens Measure 2001, a copy of which I have read.

Signed:

Date:

### Privacy Notice: How your personal information will be held and used by the Diocese

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 your data will be held by viewing the Privacy Notice attached to this form.

## 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.