Dear Colleague,

**RE: Electoral Roll and GDPR Update**

Greetings and if this is the first time you have heard from me then apologies that this is such a nitty gritty matter. It is a pleasure to have been in the Diocese and indeed now in my 5th week with you. We are in the season of renewing the electoral roll and there have been a number of questions about the various forms and privacy notices. I hope what follows clarifies things.

In January 2019, the Church issued new guidance and a revised form for compiling the new Electoral Roll for your chaplaincy or congregation. Some chaplaincies have also asked whether they may collect email and mobile phone numbers as part of this process.

So, some answers.

Compiling the Electoral Roll

I have attached to this email three documents to help you legally compile your Electoral Roll:

* The Electoral Registration form (the wording of this cannot be altered)
* A template of the Electoral Roll Privacy Notice
* Guidance on how to complete the Electoral Registration Form

When a person is reviewing, completing and signing the Electoral Registration form they must also be given access to the Electoral Roll Privacy Notice. The Notice should not be copied onto the back of the Electoral Roll form, but it should be clearly visible on, for example, the table where the forms are placed for people to complete.

Collecting mobile land email Numbers from members of the Electoral Roll

We too share with you the belief that mobile and email addresses are a modern, cost effective means of communications what most people generally prefer. However, the Electoral Registration form is a legal document and may not be amended except to add the name and address of your chaplaincy/congregation. This is the advice we have received from our lawyers and Church of England experts.

I am pleased therefore to attach a **Communications form** that you may ask members of your congregation to complete and sign. It needs to be clear that they are not required to provide their mobile and email addresses as part of the Electoral Roll registration process.

The Communications form will ask them to give their name, sign and date again as it is a separate record to that of the Electoral Registration form and must be held separately

The Communications Form refers to the chaplaincy’s or congregation’s Privacy Notice. The Notice (which is different that the Electoral Roll Privacy Notice) must be available for a person to see when completing the form. We provided a template Privacy Notice to chaplaincies and congregations in May 2018, but I have attached template again here for your information.

Compiling an accurate Electoral Roll that complies with Church and government legislative requirements is an important part of this so please accept my thanks for your work.

With best wishes,

Andrew Caspari

Chief Operating Office (Diocesan Secretary)

Diocese in Europe