

ELECTORAL ROLL PRIVACY NOTICE 2019

Who are we?

Buckshaw Village Church is the data controller (contact details below). This means it decides how your personal data is processed & for what purposes.

Why do we process your personal data?

We use the personal data you provide on your electoral roll application to enable us to manage, maintain & publish the electoral roll in accordance with Church Representation Rules (CRR) to:

- determine eligibility for attendance & participation at the Annual Parochial Church Meeting & for election to the Parochial Church Council, deanery, diocesan & 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 & revision of the electoral roll as necessary; &
- publish your name & 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 & 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 & creating or revising the electoral roll is carried out in the course of our legitimate activities, as this relates solely to members 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 electoral roll, the automatic legal consequence as stated in the CRR, (Part I Formation of Roll 1(8) & Revision of Roll & Preparation of New Roll 2(1), 2(3) & 2(7)) is that your name & address will be published & by submitting your application form you're making that data public.

Sharing your personal data

Your personal data will be shared within the institutional Church of England & 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 & 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/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 & to have that processing stopped;
- The right to lodge a complaint with the Information Commissioners Office.

Contact Details

The Data Protection Officer
Buckshaw Village Church
1 Bridgewater Drive, Buckshaw Village, CHORLEY, PR7 7EU

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.