



Heathcote Parish Church

Electoral Roll Privacy Notice

Who Are We?

The Data Controllers for Heathcote Parish Church are the Vicar (contact details below) and the Data Protection Lead for the Church – they have been assigned to this role under the direction of the Church's Parochial Church Council (the PCC). This means the PCC decides how personal data is processed and for what purposes, in accordance with the General Data Protection Regulation (GDPR) and the Church of England's Church Representation Rules (CRR).

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 the CRR to:

- Determine eligibility for attendance and participation at the Church's Annual Parochial Church Meeting and for election to the PCC, and 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.
- Publish the Electoral Roll, in paper form and/or electronically. The Roll as published must include every name entered on the Roll but no other personal data (e. g. addresses).

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 CRR, 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, (Church Electoral Roll - <https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-1>) is that only your name

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 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

The Vicar, Heathcote Parish Church, Cressida Close, Heathcote, Warwick, CV34 6DZ, email: vicar.hpc@gmail.com

You can contact the Information Commissioner's 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