



## **ELECTORAL ROLL PRIVACY NOTICE**

### **WHO ARE WE?**

This Privacy Notice is provided to you by the Parochial Church Council (PCC) of Chanctonbury which is the data controller for your data.

The Church of England is made up of a number of different organisations and office-holders who work together to deliver the Church's mission in each community. The PCC works together with:

- the incumbent of the parish (that is, our rector);
- the bishops of the Diocese of Chichester; and
- the Diocese of Chichester, which is responsible for the financial and administrative arrangements for the Diocese of Chichester. As the Church is made up of all of these persons and organisations working together, we may need to share personal data we hold with them so that they can carry out their responsibilities to the Church and our community. The organisations referred to above are joint data controllers. This means we are all responsible to you for how we process your data. Each of the data controllers have their own tasks within the Church and a description of what data is processed and for what purpose is set out in this Privacy Notice. This Privacy Notice is sent to you by the PCC on our own behalf and on behalf of each of these data controllers. In the rest of this Privacy Notice, we use the word "we" to refer to each data controller, as appropriate.

### **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 Church Representation Rules (CRR) to:

- determine eligibility for attendance and participation at the Annual Parochial Church Meeting and for election to the Parochial Church Council, 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; and
- publish your name and 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 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 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 and 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 church electoral roll, the automatic legal consequence as stated in the CRR, (Part I Formation of the Roll 1(8) and Revision of Roll and Preparation of New Roll 2(1), 2(3) and 2(7)) is that your name and address 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 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 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 Church Administrator, Church Office  
Penmaen House, London Road, Ashington, West Sussex, RH20 3JR  
Email: [office@chanctonbury.org.uk](mailto:office@chanctonbury.org.uk), Telephone: 01903 893648

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.