

PARISH OF GRIMSARGH ELECTORAL ROLL PRIVACY NOTICE

Who are we?

The parochial church council of the parish of Grimsargh, St Michael, is the data controller (*contact details of the responsible officer below*). This means it decides how your personal data is processed and for what purposes.

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 or the 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
- publicise who is on the new roll by displaying it inside the parish church.

Legal basis:

Explicit consent for the use of your data is *not* required as there is a *lawful basis* for the collection, storing and use of your data: it is a *legal requirement* that the electoral roll is prepared and then maintained for a period of six years. The full roll will include your name and address details as provided on the application form. A copy with names only will be displayed in church for inspection prior to the Annual Parochial Church Meeting. The full copy may be inspected by interested persons (eg, if you wish to ensure your address details have been correctly recorded). Please contact the vicar or electoral roll officer (Mrs J Soper) if you wish to do this.

No copies will be made available to anyone outside the church. Copies at church may only be held by or made available to the vicar, churchwardens, parochial church council secretary and electoral roll officer.

Hard copies will be securely stored. Electronic copies will be stored on password protected computers and will not be forwarded to anyone other than those authorised persons noted above.

Data from the roll will be shared with the deanery, diocese or national church **ONLY** for the purpose of communicating with those people on the roll who have chosen to participate in synodical government at those levels. The total number of names on the roll will be passed on to the diocese but no personal data will be shared without appropriate authorisation from the individuals concerned.

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.

Should you have a valid reason to request removal of your data, the roll would be revised to exclude your data and previous copies containing your data would be destroyed/deleted. After six years, the full roll will be destroyed/deleted upon the completion of a new roll.

Contact Details

Vicar

Rev Neil Salt, 6 Douglas Lane, Grimsargh, Preston PR2 5JF
07566 274186
vicar.grimsargh@gmail.com

Electoral Roll officer

Mrs J Soper, 1 Swarbrick Avenue, Grimsargh, Preston PR2 5JJ. Tel: 07798 613988

Data Protection officer (on behalf of the parochial church council)

Mrs S Lees, 21 Peacock Hill Close, Grimsargh, Preston PR2 5BU. Tel: 01772 895201
privacy.grimsargh@gmail.com

The Information Commissioner's Officer

Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.
0303 123 1113

<https://ico.org.uk/global/contact-us/email/>