



CHURCH IN WALES ELECTORAL ROLL PRIVACY NOTICE

Who are we?

The Church Committee/ PCC for each Church in the Mission Area is the data controller. 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 the Constitution of the Church in Wales and in particular:

- to determine eligibility for attendance and participation at the Annual vestry meeting and for election to the Parochial Church Council, deanery and diocesan conferences and the Governing Body (and related committees thereof) where applicable;
- to calculate the number of representatives who may be elected to various regional and national bodies of the Church in Wales;
- to undertake a review and revision of the electoral roll as necessary; and
- to publish the name of members of the roll (to ensure accuracy), by exhibiting the roll in the parish church, in accordance with the provisions of the Constitution of the Church in Wales.

What is the lawful basis for processing your personal data?

1. *Processing for the purpose of determining eligibility and creating or revising the electoral roll is carried out for the legitimate interests of the Church in Wales.* The Church in Wales needs to process certain data to ensure that those persons eligible (and only those persons) are able to take part in the administrative and synodical life of the Church. The processing is also *carried out in the course of our legitimate activities*, as this processing activity relates solely to members the Church of Wales in connection with its purposes, as set out in more detail above.
2. *Processing for the purpose of publishing the electoral roll relates to personal data is also carried out for the legitimate interests of the Church in Wales.* Under our constitution any member of the Church in Wales is entitled to appeal that any person on the electoral roll is not qualified to be so entered; such a provision requires means of discovering who is and is not on the roll. It is therefore in our legitimate interests to make the names on the electoral roll available for inspection by members of the Church in Wales for this purpose.

Sharing your personal data

Your personal data will be shared within the institutional Church in Wales and your name (and membership of the roll in this parish) will be shared with any member of the Church in Wales who makes a request to inspect the electoral roll.

How long do we keep your personal data?

We keep your personal data whilst you remain on the roll and for a period of 6 years after you cease to be on the roll. You can be removed from the roll at any time by application. In 2020 (and every fifth year after that) the roll is revised and you will be automatically removed from the roll unless you re-apply.

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

For further details of how we process your personal data please click on the link for the church in question and contact the minister/vicar

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.