

HOLY TRINITY, PRESTWOOD AND ST. MARY MAGDALENE, GREAT HAMPDEN

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Great Missenden, Buckinghamshire, HP16 0HJ
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RECTOR: THE REVEREND DEINIOL HEYWOOD

Renewal of the Electoral Roll and Data Consent

Every six years each church's electoral roll is started anew. 2019 is one such year.

This is more than just a statistical clean-up. It gives regular worshippers an opportunity to commit themselves to the mission of the church and to the worship here at Holy Trinity, Prestwood.

We would like you to complete the attached forms and be included.

What Is the Church Electoral Roll?

It is your parish church's register of electors; it is the list of those qualified to attend and to vote at the Annual Parochial Church Meeting where the elections take place for:

- a) the parochial church council
- b) the parish's representatives on the deanery synod

Who can be on the Electoral Roll?

Who can be part of the electoral roll is set out on the application form. Most categories require you to be baptised. If you are not, and would like to be, please speak to one of the clergy.

General Data Protection Regulations (GDPR)

In addition to completing the electoral roll form we are taking this opportunity to ensure we are compliant with GDPR regulations. Please also complete the separate form as this will allow us to keep contacting you about all the many extra activities that take place at Holy Trinity, Prestwood. It will also allow us to keep your details on the parish database for access by the clergy and staff team, reasons that this may be needed are many but a few examples include, home communion visits, other pastoral visits, invites to tea parties etc.

You may only consent for yourself and for children aged under 16. If you would like the clergy to have a record of other family members (ie. those who do not attend church) they need to give their own consent and they can just complete the data consent form.

People who sign up for the electoral roll will have their data kept on the database as we have a legal requirement to know who our members are, even if they do not give GDPR consent. But in this scenario, we cannot use this data to contact you for other reasons as we do not have your consent. You can read our privacy notice and data policies on the church website if you want more information.

If you wish the church to keep in touch with you but do not wish to be on the electoral roll please just complete the Data Consent form.

Respond by 14th March 2019

The forms should be passed to the Electoral Roll Officer, Gill Hart, the Church Warden, Dick Rivett, or returned to the Church Office in the Cottage by 14th March 2019 (preferably sooner).

Thank you, Gill Hart
Electoral Roll Officer

APPLICATION FOR ENROLMENT ON THE CHURCH ELECTORAL ROLL OF THE PARISH OF HOLY TRINITY PRESTWOOD

Full Name

Preferred Title (*if any*):

Full Address

..... Post Code

1: I declare that (please tick only one box from options A or B)

- A I am baptised and am aged 16 or over
- B I am baptised and or become 16* on

* Those who become 16 during the next 12 months may complete the form, and become eligible to be entered on the roll on their sixteenth birthday.

2: I declare that (please tick only one box from options A, B or C)

- A I am a member of the Church of England (or of a Church in communion with the Church of England) and am resident in the parish.

Or

- B I am a member of the Church of England (or of a Church in communion with the Church of England) and, not being resident in the parish, I have habitually attended public worship in the parish during the period of six months prior to enrolment.

Or

- C I am a member in good standing of a Church (not in communion with the Church of England) which subscribes to the doctrine of the Holy Trinity and also declare myself to be a member of the Church of England and I have habitually attended public worship in the parish during the period of six months prior to enrolment.

I declare that the above answers are true and I apply for inclusion on the Church Electoral Roll of the parish.

Signed Date

Notes

1. The only Churches at present in communion with the Church of England are other Anglican Churches and certain foreign Churches.
2. Membership of the electoral roll is also open to members in good standing of a Church not in communion with the Church of England which subscribes to the doctrine of the Holy Trinity where those members are also prepared to declare themselves to be members of the Church of England.
3. Every six years a new roll is prepared and those on the previous roll are informed so that they can re-apply. If you are not resident in the parish but were on the roll as a habitual worshipper and have been prevented by sickness or absence or other essential reason from worshipping for the past six months, you may write “would” before “have habitually attended” on the form and add “but was prevented from doing so because ...” and then state the reason.
4. If you have any problems over this form, please approach the clergy or lay people responsible for the parish, who will be pleased to help you.
5. In this form ‘parish’ means an ecclesiastical parish.

Record keeping

This form will be stored securely in the Parish Office. It will be destroyed before the next recompilation of the Electoral Roll in 2025.



Holy Trinity Prestwood Consent Form

Your privacy is important to us, and we want to communicate with you in a way which has your consent, and which is in line with UK law on data protection. We sometimes have legal and contractual reasons to keep your personal data but some of our contact with you requires your consent. Please fill in the contact details you want us to use.

Your Details

- ◆ Name
- ◆ Children's Names *if applicable*.....
- ◆ Address:.....
.....
- ◆ Tel: Mobile:
- ◆ E-mail:.....

Data Consent

By signing this form you are confirming that you are consenting to the PCC of Holy Trinity Prestwood holding and processing your personal data for the following purposes

(please tick the boxes where you grant consent):-

I consent to the church:

- holding my details in locked filing cabinets and on the 'Church Directory Database' which is password protected and only accessible by the clergy, church staff or volunteers who have been appointed to help in church ministry.
- inviting me to specific events, activities and services arranged by the church
- informing me about general news, events, activities and services arranged by or at the church (note you can unsubscribe from the church emails at any time)
- to hold my children's (who are under 16 years of age) details in locked filing cabinets and on the 'Church Directory Database' which is password protected and only accessible by church staff or volunteers who have been appointed to help in church ministry.

Signed: Date:

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the Parish Office. You can withdraw or change your consent at any time by contacting the Parish Administrator at 134 Wycombe Road, Prestwood, Great Missenden, HP16 0HJ . Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

Once completed please return this form to the Church Office, the clergy or a church warden