

CHURCHWARDEN'S DECLARATION

This page, when completed, is to be sent to the Archdeacon's PA prior to the Visitation Service or presented to them on arrival at the Visitation Service. It will be retained by the Archdeacon. Once completed, please make a copy for your own records.

Church name:	<input type="text"/>	Benefice:	<input type="text"/>
Parish of:	<input type="text"/>	Deanery of:	<input type="text"/>

If you are new as a churchwarden, please indicate your predecessor here.

Surname	<input type="text"/>
Christian Names	<input type="text"/>
Title (Mr, Mrs, Dr, etc.)	<input type="text"/>
Address	<input type="text"/>
Post Code	<input type="text"/>
Home Phone	<input type="text"/>
Work Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
Email Address	<input type="text"/>

GDPR 2016/679 and DPA 2018:

The Oxford Diocesan Board of Finance will store the above information and may share it with Bishops' Offices and Diocesan Registry, as required for legitimate purposes connected with your role.

<p>We would like your consent to publish your details in the Diocesan Directory, to ease communications between officers across the Diocese (see Privacy Notice sections 4 and 5).</p>	<p>I give consent for my details to be published in the Diocesan Directory.</p> <p>Signed</p> <p>Date</p>
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DECLARATION

I declare that:

1. I will faithfully and diligently perform the duties of the office of churchwarden during the period of my appointment. ¹
2. I am not disqualified from serving as Churchwarden by reason of any of the matters mentioned in Section 2(1), or (2) or (3) of the Churchwardens Measure 2001. ²

Signed:

Date:

¹ See attached for a summary of these duties.

² These concern:

- i. Disqualification from service as a Charity Trustee under Section 72(1) Charities Act 1993 (for bankruptcy or other reasons); and
- ii. Offences mentioned in Schedule 1 Children and Young Persons Act 1993;
- iii. (Please note that these offences are never "spent" under the Rehabilitation of Offenders Act.)
- iv. Any declaration of disqualification under Section 10(6) of the Incumbents (Vacation of Benefices) Measure 1977.

Canon E1 of the Canons of the Church of England sets out in summary form the duties of churchwardens.

1. The churchwardens of parishes and districts shall be chosen in accordance with the Churchwardens Measure and any other Measure, Act or scheme affecting churchwardens.
 - (a) At a time and place to be appointed by the bishop annually, being on a date not later than 31 July in each year, each person chosen for the office of churchwarden shall appear before the bishop, or his substitute duly appointed, and be admitted to the office of churchwarden after-
 - i) Making a declaration in the presence of the bishop or his substitute, that he will faithfully and diligently perform the duties of his office; and
 - ii) Subscribing a declaration to that effect and also that he is not disqualified under section 2(1), (2) or (3) of the Churchwardens Measure 2001.
 - (b) In relation to a filling of a casual vacancy the reference in paragraph (a) above to the 31 July shall be construed as a reference to a date three months after the person who is to fill the vacancy is chosen or the date of the next annual meeting of the parishioners to elect churchwardens, whichever is earlier.
2. Subject to any provision of any Measure, Act or scheme relating to the resignation or vacation of their office, the churchwardens so chosen and admitted shall continue in their office until they, or others, as their successors, be admitted in like manner by the bishop or his substitute duly appointed or, if no person is admitted by 31 July in the year in question, until that date.
3. The churchwardens when admitted are officers of the bishop. They shall discharge such duties as are by law and custom assigned to them; they shall be foremost in representing the laity and in co-operating with the incumbent; they shall use their best endeavours by example and precept to encourage the parishioners in the practice of true religion and to promote unity and peace among them. They shall also maintain order and decency in the church and churchyard, especially during the time of divine service.
4. In the churchwardens is vested the property in the plate, ornaments, and other moveable goods of the church, and they shall keep an inventory thereof which they shall revise from time to time as occasion may require. On going out of office they shall duly deliver to their successors any goods of the church remaining in their hands together with the said inventory, which shall be checked by their successors.
5. In this Canon “bishop” means the bishop of the diocese concerned.

For a fuller explanation, you may like to consult the following publications:

- **The Churchwarden's Handbook : a practical guide by Ian Russell (Kevin Mayhew, 2001)**
- **Practical Church Management James Behrens (Gracewing, 2nd Edition, 2005)**
- **Handbook for Churchwardens & Parochial Church Councillors (Macmorran & Briden, Mowbrays, 2001)**
- **So the Vicar's Leaving, Alexander and Martineau (Arthur Rank, Revised Edition, 2002)**

We are grateful for the support of all those who serve the Diocese. It helps the diocese to help you if we have all your contact details from the start. It will ensure that you receive appropriate diocesan information and mailings.

1 What is personal data?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in our possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR") and the Data Protection Act 2018, (the "DPA 2018").

2. Who are we?

Oxford Diocesan Board of Finance (ODBF) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

ODBF complies with its obligations under the GDPR and DPA 2018 by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your data for the following purposes:

- To serve you with legal notices related to your parish office e.g. as PCC secretary
- To contact you with guidance, training opportunities and other events related to your office

4 What is the legal basis for processing your personal data?

Processing is carried out under different legal bases depending on the circumstances:

Legal Obligation

There are certain activities the diocese needs to coordinate with parish officers to comply with statutory requirements (for example PCC elections, deanery synod elections, faculty process, requirements of tax/charity laws).

Legitimate Interest

We process your personal data so that diocesan staff can contact you when necessary, also to help you carry out your duties as a parish officer effectively, such as: creating awareness of your office requirements (particularly when things change); training opportunities and events related to your office.

Consent

Subject to consent being given, your contact details will appear in the Diocesan Directory. This is available online, to any parish/deanery office holders in the diocese at www.parishinfo.org or via a limited number of paper copies. The Diocese will, on occasion, make extracts of relevant Diocesan Directory information available to third parties which have requirements that align with the aims and objectives of the diocese (e.g. Funeral Directors).

5. Sharing your personal data

Your office held and contact information are made available to ODBF staff, this is also shared with the Bishops' Offices and the Diocesan Registry. In addition, we may share your data on a 'need to know' basis with the National Church Institutions (such as the Church Commissioners). At the discretion of ODBF, Diocesan Directory information may be shared (subject to consent as above) with third parties who are aligned to the diocese's aims and objectives.

6. How long do we keep your personal data?

We keep your data until either you tell us that you have ceased to hold the office, or we receive formal notification of your successor. After you cease to hold office, the record of your period(s) of service is retained for archive purposes for a period of 30 years.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the ODBF holds about you;
- The right to request that ODBF corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the ODBF to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Officer, Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF. Tel: 01865 208200. Email: dpo@oxford.anglican.org. 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.