**DECLARATION BY CHURCHWARDEN**

*Please email your completed declaration to* [*mary.peters@cofeguildford.org.uk*](mailto:mary.peters@cofeguildford.org.uk) *. Electronic signatures, photos or scans are all acceptable.*

*As we must comply with the UK General Data Protection Regulation, please could you also complete the form annexed to this declaration.  Thank you*

|  |  |
| --- | --- |
| **Full name** |  |
| **Parish** |  |
| **Email address** |  |
| **Telephone Number(s)** |  |

**I DECLARE** that I will faithfully and diligently discharge the duties of the Office of Churchwarden for the above parish during the period of my appointment, and that I am not disqualified from holding Office as Churchwarden under section 2(1), (2) or (3) of the Churchwardens Measure 2001. I confirm that I am not disqualified by reason of having served for 6 years

**OR**

I confirm that although I have served for 6 years, a Meeting of Parishioners has formally resolved that this should not apply in my parish. (*Please delete as appropriate*)

Signed: ……………………………………………………………………… Date: ……………………………………………………

**Notes:**

The disqualifications are (a) disqualification as a charity trustee under s.72 of the Charities Act 1933; (b) convictions within the Schedule 1 to the Children and Young Persons Act 1933; and (c) disqualification under section 10(6) of the Incumbents (Vacation of Benefices) Measure 1977. If you are unsure whether you are disqualified, please consult the Diocesan Registrar before signing this form.

This form, when completed, will be handed to the archdeacon or other person acting for the bishop on your admission to office, and will be retained by the Diocesan Board of Finance for one year and included in the Diocesan databases.  Please see data protection information below.  It is important that you read and complete the form

**Data Consent Form** *Please take a copy of these for your records*

Please take a few minutes to read this document which we are required to send you to comply with UK data protection legislation.  This notice has been prepared by the Diocese to fulfil those requirements.

We hold your information for the following purposes: We need to maintain a record of your appointment(s) and, if applicable, to hold information regarding training undertaken, payment of expenses, and to communicate with you about Diocesan and associated church matters.

To include entries for you in:

1)           Diocesan Databases in electronic form; (only accessible by named roles across the Diocese) and

2)           National Database on the internet (public)

3) Direct mailings by authorized Diocesan staff

Please complete the section below.  Although you have the right to opt out of sharing any data, before doing so, we ask that you consider this carefully as you may miss vital role specific communications from us.  As churchwarden, it is important that we can contact you effectively. All mailings from the Diocese of Guildford that you receive in your role allow for you to unsubscribe at any time, should you wish.

If you would kindly tick the boxes below, we shall take it that your permission is given for as long as you hold this or any other office in the Diocese, or until you withdraw that permission (whichever is the shorter period).  We may also keep your data for extended periods of time to comply with legal regulations, for example, safeguarding.  You will appreciate that if you withdraw your permission, wholly or for certain types of use, although we will do our best to change the various entries, we shall not be able to modify printed documents already in circulation.

Please note that if you change your name, a new permission form must be completed.

We will treat your personal data within the best practice guidelines of data protection.

***IMPORTANT NOTE***: The basic information listed in the database will be your name, contact details with telephone numbers and e-mail address, relating to the appointment you hold, which is taken from your declaration form.

We will assume permission is granted to list all this information in our database unless you specifically request us to withhold any part of those details.  How this information is stored on the database can be restricted, so please give thought to the following:

**Choosing how your data is stored in the CMS (Contact Management System)**

Please tick one of the boxes below

o           Public – Anyone can see your data

o           Diocese – Someone approved by the Diocese and is in a named role for the Diocese can see your data

o           Private – Only limited staff at the Diocesan office can see your information

It is possible to select different permissions for distinct parts of your data, for example you could choose different levels for a home telephone number and a mobile number, please specify here:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Signed: ……………………………………………………

Date:    ……………………………………………………