**CHURCHWARDEN’S DECLARATION**

Please complete this declaration and return it to [jude.causer@blackburn.anglican.org](mailto:jude.causer@blackburn.anglican.org) for Lancaster Archdeaconry and [Kelly.quinn@blackburn.anglican.org](mailto:Kelly.quinn@blackburn.anglican.org) for Blackburn Archdeaconry. Your declaration should be given to your incumbent before your admission as Churchwarden.

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

**PLEASE COMPLETE THIS DECLARATION IN BLOCK CAPITALS IF HANDWRITTEN**

Are you a new Churchwarden? (please delete as applicable) Yes No

Deanery:

Parish:

Title:

First Names: Surname:

Home Address:

Postcode:

Date of election:

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 a churchwarden under section 2(1), (2) or (3) of the Churchwardens Measure 2001.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*An electronic signature is acceptable ie type in your name.*

Telephone number:

Mobile number:

Email address:

If you do not have an email address, please could you provide us with one eg Parish Office, other PCC member. Increasingly we communicate important information by email. By providing this address, you are confirming that you have the account holder’s permission to provide the address and for them to receive information from us.

**Notes:**

**1. Disqualifications**

If you are in any doubt as to whether you are disqualified please consult the archdeacon, or diocesan registrar before signing this form.

A person shall be disqualified from being a Churchwarden if he or she:

1. is disqualified from being a charity trustee under section 178 of the Charities Act 2011 and the disqualification is not for the time being subject to a waiver by the Charity Commissioners.
2. is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006)
3. has been convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 (unless the person's disqualification under this sub-section has been waived in writing by the bishop of the diocese.)
4. has been so disqualified from holding office under section 10(6) of the Incumbents (Vacation of Benefices) Measure 1977

2) This form, when completed, will be given to the archdeacon or other person acting for the bishop on your admission to office, and will be retained by the archdeacon. Please see data protection information below. It is important that you read and complete the form.

**Please read and then complete the following form ….**

**DATA PROTECTION NOTICE - Data Protection Act 1998 LAY APPOINTMENTS**

*PLEASE TAKE A COPY OF THIS FORM FOR YOUR OWN RECORDS*

Please take a few minutes to read this document which we are required to send you in order to comply with 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 Database in electronic form; (only accessible by named roles across the Diocese) and

2) National Database on the internet (public)

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 out on vital communications from us. As churchwarden, it is important that we can contact you effectively.

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 for any reason, a new Data Protection form needs to 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, address, contact details with telephone numbers and e-mail address, relating to the appointment you hold, which is taken from your appointment form. We will assume permission is granted to publicise all of this information unless you specifically request us to withhold any part of those details. As a churchwarden you hold a public office and there should be some means of contacting you which is in the public domain. PLEASE BE VERY CLEAR OF YOUR INTENTIONS WHEN COMPETING YOUR FORM. Please tick one of the boxes below and provide any additional wishes below

 Public – Anyone can see your data

 Diocese – Someone approved by the Diocese and is in a role across the Diocese can see your data

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

It is possible to select different permissions for different 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: ……………………………………………………

The form should where possible be returned electronically. Otherwise please post to

Diocesan Offices

Clayton House

Walker Office Park

Blackburn BB1 2QE