

# Electoral Roll Privacy Notice

## Who are we?

La Côte Anglican Church is the data controller (contact details below). 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 Church Representation Rules (CRR) to:

- determine eligibility for attendance and participation at the Annual Chaplaincy Meeting and for election to the Church Council, deanery, diocesan and general synods where applicable;
- calculate the number of representatives who may be elected to each of these synods in the following year;
- undertake a review and revision of the Electoral Roll as necessary;
- publish your name and address, by exhibiting the roll in the churches where we worship and/or on the church website.

## What is the lawful basis for processing your personal data?

1. *Processing for the purpose of determining eligibility, creating the Electoral Roll and use of the roll to calculate numbers for election to synod is necessary for compliance with a legal obligation.*

The processing is a legal requirement imposed by the Church Representation Rules, which means that you must give us this information if you want to be included on the Electoral Roll.

2. *Processing for the purpose of determining eligibility and creating or revising the Electoral Roll is carried out in the course of our legitimate activities*  
as this relates solely to members of the Church of England in connection with its purposes.

3. *Processing for the purpose of publishing the Electoral Roll relates to personal data which are manifestly made public by the data subject.*

When you apply to have your name added to the church Electoral Roll, the automatic legal consequence as stated in the CRR, (Part I Formation of the Roll 1(8) and Revision of Roll and Preparation of New Roll 2(1), 2(3) and 2(7)) is that your name and address will be published, and by submitting your application form you are making that data public.

## Sharing your personal data

Your personal data will be shared within the institutional Church of England and with the general public.

Specifically, your name and address will appear on the Electoral Roll that will be affixed to the notice boards at Gingsins and Divonne, and may appear on the La Côte Church website. Your email address and phone number will not be published.

If there are *very specific and/or exceptional circumstances* that mean you might be at risk of harm if your address details were published, please contact the Electoral Roll officer to request that only your name be published. Any such requests will be dealt with sympathetically, but a simple objection of principle to having your name and address published does not count as “specific and/or exceptional circumstances that mean you might be at risk of harm”.

It is not possible for you to be on the Electoral Roll without your name being published.

## How long do we keep your personal data?

We keep your personal data for 6 years after a complete review of the Electoral Roll.

## 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 the personal data that 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 that 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 be 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 Commissioner's Office.

## Contact Details

If you have any queries regarding the way your personal data will be used in connection with the Electoral Roll, please contact the La Côte Electoral Roll Officer:

### Steve Rawcliffe

64 rue Charles Harent  
01170 Gex  
France  
+33 6 4814 9270

[steve@rawcliffe.fr](mailto:steve@rawcliffe.fr)

For more general privacy questions, you can also contact the Information Commissioners' Offices:

### Vaud

Préposée à la protection des données et à  
l'information  
Rue Saint-Martin 6  
Case postale 5485  
1002 Lausanne  
[info.ppdi@vd.ch](mailto:info.ppdi@vd.ch)

### United Kingdom

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF  
+44 303 123 1113

### France

Commission Nationale de l'Informatique et  
des Libertés  
3 Place de Fontenoy - TSA 80715  
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