

Dear members and friends of St Martin's Church,

As we begin another year of our church life together, we have opportunity to look back with thanks for all that God has been doing in our lives, growing our church community wider, younger and deeper in faith; and to look forwards to all that God is calling us to be and do, now and into the future.

Our church is growing numerically - we see that on Sunday mornings, as we are filling up the current seating, and enjoying the bustle and activity that comes with an increasing number of children amongst us. We now have three children's groups on Sunday mornings, and are soon starting a youth group, in partnership with Sherwood Methodist and St John's Carrington Churches. We are also growing in faith, with people giving their lives to Christ and being baptised, more people committing to small groups, and many being released into a variety of ministries, both in gathered worship and in community engagement and practical social action. Our musical worship is developing as we have invested in reconditioning the splendid church organ, and grow a contemporary worship band alongside our existing singing group. As we seek to live missionally, we are founding members of Sherwood Sponsors Refugees, and are looking to become more engaged in Seely School, with the appointment of our Children and Families Minister. As part of our generosity as God's people, we are a collection point for Daybrook Foodbank, and have given financially to 12 local, national and international charities this year.

This year we are required by the Church of England to renew our **Electoral Roll**.

#### **Why be on the Electoral Roll?**

Being on the Electoral Roll is a way of saying "I belong" at St Martin's; a sign of commitment to the church community and to God's mission amongst us. Being on the ER entitles you to vote at the Annual Parochial Church Meeting (APCM) and to stand for election to the PCC - the church's governing body - and roles such as churchwarden. On a practical note, being on the ER enables us to let you know about events and activities that are happening throughout the year. Your personal data for ER is processed according to GDPR: for details of what that means please see the attached Privacy Notice (also available on our website). In addition, this year we are offering you the option to have your details entered into a Church Directory, which will be produced in hard copy only and given only to those whose names are included in it.

#### **Who can be on the Electoral Roll?**

Any lay person who is baptised and over 16 years old can be on the Electoral Roll, provided that they live in the parish or have worshipped at the church regularly for at least six months.

To have your name included on the ER, please complete the enclosed form and return it to Julie Day by 17 March 2019, or put it in the locked box on the table at the back of church. If your name is currently on the Electoral Roll you must re-apply as you will not be automatically transferred to the new roll.

2019 looks to be an exciting year as we join in with where God is at work in our church and community. Our vision for the year ahead is to develop our ministry with children, renew action and campaigning for social justice issues, see new Christians come to know Jesus and grow in faith, and to deepen our grounding in Christ's love through small groups and the Parenting4Faith course. The PCC have created this mission statement to articulate what we believe we are called to be and do:

#### ***Growing and Going in the love of God***

*As followers of Jesus Christ we are called to:  
Worship God: Cultivate Community: Live Generously: Make a difference*

May you grow in Christ and know the joy of God's grace,

Rev Bridget Baguley

## PREPARATION OF NEW ELECTORAL ROLL

### Notice is hereby given

that under the Church Representation Rules a new Church Electoral Roll is being prepared. All persons who wish to have their names entered on the new Roll, whether their names are entered on the present Roll or not, are requested to apply for enrolment not later than

Sunday 17<sup>th</sup> March 2019

The new Roll will come into operation on Saturday 23<sup>rd</sup> March 2019

The new Roll shall be published for not less than 14 days.

Under the Church Representation Rules any lay persons are entitled to have their names entered on the roll if they—

- (i) are baptised and aged 16 or over;
- (ii) have signed a form of application for enrolment; \*  
*and either*
- (iii) are members of the Church of England or of any Church in communion with the Church of England being resident in the parish or (not being resident in the parish) having habitually attended public worship in the parish during the six months prior to the application for enrolment;  
*or:*
- (iv) are members in good standing of a Church (not in communion with the Church of England) which subscribes to the doctrine of the Holy Trinity declaring themselves also to be members of the Church of England and having habitually attended public worship in the parish during the period of six months prior to enrolment.

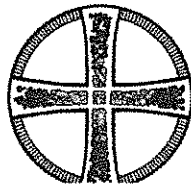
Forms of application for enrolment can be obtained from the undersigned. In order to be entitled to attend the annual parochial church meeting and to take part in its proceedings, forms of application for enrolment must be returned by the earlier of the dates shown above.

Any error discovered in the roll should at once be reported to the undersigned.

Dated this the 7<sup>th</sup> day of February 2019

Signed   
*Julie Day Church Electoral Roll Officer*

Address C/o St Martin's Church, Trevoise Gardens, Sherwood, Nottingham, NG5 3FU



## ELECTORAL ROLL PRIVACY NOTICE

### Who are we?

St Martin's Church Parochial Church Council 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 Parochial Church Meeting and for election to the Parochial 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; and
- publish your name and address, by exhibiting the roll in the parish church

### 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 statutory 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

From 23<sup>rd</sup> March until 6<sup>th</sup> April your name, house number and postcode will be displayed within the Electoral Roll on the church notice board, after this it will be kept securely by St Martin's Church.

### 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 your personal data which 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 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 is 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 Commissioners Office.

### Contact Details

Julie Day, Electoral Roll Officer, on behalf of St Martin's Church PCC, Trevoze Gardens, Sherwood, Nottingham, NG5 3FU

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.

### APPLICATION FOR ENROLMENT ON THE CHURCH ELECTORAL ROLL

Full name \_\_\_\_\_ Preferred title (if any) \_\_\_\_\_

Full address \_\_\_\_\_ Postcode \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ E Mail Address \_\_\_\_\_

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

1A  I am baptised, am a lay person, and am aged 16 or over

1B  I am baptised, am a lay person, and become 16\* on \_\_\_\_\_

*\*Those who become 16 in the next twelve 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)

2A  I am a member of the Church of England (or of a Church in communion with the Church of England) and am a resident in the parish.

2B  I am a member of the Church of England (or 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.

2C  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 an 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 ecclesiastical parish.

Please return this form to Julie Day by Sunday 17<sup>th</sup> March 2019

# OPTIONAL

## Entry into the St Martin's Church Directory

We are planning on producing a directory of contact information for members of our church. If you would like to be included in this directory, please fill in the details below:

Name \_\_\_\_\_

Email \_\_\_\_\_

Mobile phone number \_\_\_\_\_

Landline phone number \_\_\_\_\_

Address with Postcode \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional family members:

names only for children under 16 at same address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### NOTE

This information will be stored for compiling the directory ONLY.

The Directory will be made available in paper copy to those included in the directory, but will not be for wider circulation. It will not be made available electronically.