**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.*

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

*The above details will be able to be viewed and used by Diocesan Staff for legitimate purposes to enable them to carry out their diocesan role please see further details below.*

**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

Please note we hold your information for the following purposes:

* 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:
  + Diocesan Databases in electronic form; (only accessible by Diocesan staff) and
  + Direct mailings by authorised Diocesan staff

***IMPORTANT NOTE***: The basic information listed in the databases 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.   This information is stored on the diocesan database and will only be viewed and used by Diocesan Staff for legitimate purposes to enable them to carry out their diocesan role.

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.

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

We will treat your personal data within the best practice guidelines of data protection. You can update your contact details by emailing [mary.peters@cofeguildford.org.uk](mailto:mary.peters@cofeguildford.org.uk).

For more information please see our Data Protection webpages which include our privacy notices: <https://www.cofeguildford.org.uk/parish-support/data-protection-policies-/data-protection->