

YORK MINSTER WORSHIPPING COMMUNITY ROLL

Surname

Christian name(s)

Title

Home address

Post code

Telephone number

E-mail address

PLEASE TICK THE BOXES NEXT TO ALL OF THE STATEMENTS THAT APPLY TO YOU:

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A. I apply to be enrolled on the York Minster **Worshipping Community Roll** and declare that I am qualified to be enrolled according to the provisions of the Cathedrals Measure 2021 as reproduced below, **namely that:**

(1) I am baptised and aged 16 or over; **and**

EITHER

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(2A) I am a member of the Church of England or a Church in communion with it; **and**

(2B) I have habitually attended public worship at York Minster during the six months preceding the date of my signature on this application form.

OR

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(3A) I am a member in good standing of a Church which is **not** in communion with the Church of England but subscribes to the doctrine of the Holy Trinity; **and**

(3B) I am **also** a member of the Church of England; **and**

(3C) I have habitually attended public worship at York Minster during the six months preceding the date of my signature on this application form.

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B. I agree to the Chapter of York processing the personal data that I have provided on this application form for the **purposes** stated on the Privacy Notice printed overleaf*.

Note: You may update, change or cancel all or any of your personal data permissions at any time **by emailing** chapterclerk@yorkminster.org, **or phoning** 01904 557210, **or by writing** to Minster Community Roll, 8-9 Minster Yard, York, YO1 7HH.

Signed:

Date:

PLEASE READ the Privacy Notice printed overleaf BEFORE signing this form

PLEASE RETURN your completed form to:

Minster Community Roll, 8-9 Minster Yard, York, YO1 7HH

PRIVACY NOTICE – York Minster Worshipping Community Roll

Name and contact details of organisation. The Chapter of York ('Chapter'). Address: 8-9 Minster Yard, York, YO1 7HH. Telephone: +44 (0)1904 557200. Email: info@yorkminster.org.

Contact details of Data Protection Officer. Email: dataprotection@yorkminster.org.

Purposes of the processing of your data. To inform members of the York Minster Worshipping Community about York Deanery Synod and other York Minster related elections, and also about public worship and other activities linked to public worship taking place from time to time in York Minster ('the Minster').

Lawful basis for the processing. The lawful basis for processing your data is 'consent'.

Condition for processing special category data. Your status as a person who is **(1) either** 'a member of the Church of England or of a Church in communion with it' **or** 'a member in good standing of a Church which is not in communion with the Church of England but subscribes to the doctrine of the Holy Trinity [and] is also a member of the Church of England' **and (2)** who has 'habitually attended public worship at the Cathedral during the preceding six months' (i.e. the eligibility criteria defined by the Cathedrals Measure 2021 for membership of a cathedral's Worshipping Community Roll) is '**special category data**' because it reveals religious belief. Special category data requires more protection because it is sensitive. Under the DPA 2018 and UK GDPR, organisations must identify a condition for processing special category data. Chapter has chosen 'explicit consent' (i.e. consent expressly confirmed in words, rather than by any other positive action) as the condition for recording your special category data in the York Minster Worshipping Community Roll.

Categories of recipients of your personal data. Chapter clergy, office-holders; duly authorised administrative staff employed by Chapter; IT and system administration service providers appointed by Chapter.

Details of transfers of the personal data to any third countries or international organisations. Some of the IT and system administration service providers that Chapter uses to process your data are based outside the UK and the European Economic Area, but **either (a)** they are based in countries deemed by the UK Government to provide an adequate level of protection for personal data **or (b)** contracts approved by the European Commission that give personal data the same protection that it has in Europe are in place.

Retention periods for the personal data. Chapter will permanently retain periodically archived reference copies of the Worshipping Community Roll as resources for research into the life and work of the Minster.

Rights available to individuals in respect of the processing. You have the right to request access to your data, to request the correction of your data, to request the erasure of your data, to object to the processing of your data, to request the restriction of the processing of your data and to request the transfer of your data to a third party. For further details, see [the main Minster privacy notice \(https://yorkminster.org/privacy-notice/\)](https://yorkminster.org/privacy-notice/).

The right to withdraw consent. You have the right to withdraw consent to the processing of your data at any time, but this will not affect the lawfulness of any processing carried out before you withdraw your consent.

Complaints. If you believe your personal data has been misused or mishandled, please [contact us](#) giving as much information as possible.

If you are submitting a complaint on behalf of someone else, we will ask for information to satisfy us of your identity and, if relevant, ask for information to show you have authority to act on the subject's behalf.

We will do our best to investigate and respond fully within twenty working days of receiving your complaint. If your complaint is more complex it may take longer to respond. If this is the case, we will inform you of this and provide a date when you can expect to receive a response from us.

If you are unhappy with our response, you have the right to complain to **the Information Commissioner's Office (ICO)**, the UK supervisory authority for data protection issues, either **online** at [Make a complaint | ICO](#) **or by writing to them at:**

Public Advice and Data Protection Complaints Service,
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Tel 0303 123 1113 – Monday to Friday 9am to 5pm (excluding bank holidays)

Complaints for any other issue should be sent by e-mail or letter to the cathedral's Chapter Office at feedback@yorkminster.org or at Chapter Office, 8-9 Minster Yard, York YO1 7HH.