

CHURCH OF IRELAND

DIOCESE OF CONNOR

Diocesan Regulations 2021

incorporating

**Proceedings and Standing Orders of
The Diocesan Synod,
The Diocesan Glebes Regulations and
The Financial Scheme 2018**

Glossary of Terms

Assessor	Person who advises the President in respect of matters of procedure that may arise in the course of a Diocesan Synod.
Committee of Appeal	A Committee appointed by the Diocesan Council, to hear appeals on registration of vestry persons or election of vestry persons.
Committee of Patronage	A Committee which includes the Bishop, the Diocesan Nominators and Parochial Nominators, which appoints a new Incumbent to a cure.
Constitution	Constitution of the Church of Ireland which governs all aspects of structures and procedures in the Church of Ireland.
Co-Opted Members	A person not elected onto a Committee, but who sits on it with full voting rights and who has a certain skill or relevant knowledge of an issue.
Diocesan Board of Education	A Board whose principal objective is to manage the property and financial assets vested with it as educational endowments, arising from the transfer to it of parochial school properties.
Diocesan Council	Governing Council of elected clergy and laity from the membership of Synod members, that acts of behalf of Diocesan Synod.
Diocesan Court	The ecclesiastical tribunal of the Church of Ireland in this Diocese.
Diocesan Honorary Secretaries	The Secretaries of the Diocesan Synod and Council.
Diocesan Nominators	Diocesan representatives elected by Diocesan Synod who sit on a Committee of Patronage.
Diocesan Synod	Meeting of the Diocese open to all Diocesan Clergy and elected Laity. It hears the President's address, receives reports, motions and votes for the membership of various Bodies.
Episcopal Electoral Representatives	Elected Diocesan representatives that from part of an Electoral College to elect a new Bishop for the See.
Easter General Vestry (known as Easter Vestry)	A meeting for the General Vestry members, that elects Churchwardens, Glebewardens and the Select Vestry, that receives the accounts of the parish.
General Synod Board of Education	Advises the General Synod of developments in educational policy in Northern Ireland and represents the Church as an educational partner to the Department of Education and other educational bodies.
General Synod	The highest governing body of the Church of Ireland, an elected assembly of three houses (bishops, clergy and laity).
General Vestry Members	Registered members of the parish.

Glebes and Architectural Committee	A Committee consisting of clergy and laity with a knowledge of building regulations and legislation which scrutinises Church and Glebe affairs.
Glebes Secretary	An appointed representative of the Diocesan Council that has oversight of inspection and reporting of Glebe properties within the Diocese.
Lay person	Anyone who is not Ordained.
Mover	A person who makes a formal proposal at a meeting or Synod.
Parochial Nominators	Parish representatives elected by the parish who sit on a Committee of Patronage.
Permanent Commission	Appointed Commission to evaluate a cure at a time it becomes vacant. Or another defined area (e.g. Rural Deaneries or Archdeaconries)
President	At Diocesan Synod the Bishop or Bishop's Commissary chairing the Synod is referred to as The President.
Proposer	A person who instigates a motion or petition at a preliminary stage.
Quorum	A minimum number of members that must be present to make the proceedings and decisions of the meeting valid.
Representative Church Body (RCB)	Acts as the charitable trustee and 'civil service' of the Church, holding property and administering funds on its behalf. It consists of the Archbishops and Bishops, clerical and lay members elected by the Dioceses and twelve co-opted members.
Seconder	A person who endorses a motion or petition presented by the proposer at a preliminary stage.
See	The area of a Bishop's ecclesiastical jurisdiction.
Select Vestry	Members from the General Vestry elected to conduct the affairs of the parish and act as Trustees of the Parish.
Scrutineers	An observer who examines or inspects something closely and thoroughly.
Standing Orders	Regular established order of business.
Supplemental Representatives	A reserve list of elected representatives for various bodies, to be called upon when a vacancy occurs.

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DIOCESE OF CONNOR

ORDER OF PROCEEDINGS AT ORDINARY MEETINGS OF THE DIOCESAN SYNOD

1. The President shall take the chair.
2. The proceedings shall commence with the reading of Holy Scripture and Prayer.
3. Nomination of Assessor.
4. The presence of a quorum shall be ascertained by the President.
5. Adoption of Standing Orders.
6. The minutes of the last Synod shall (subject to the provisions of Standing Order 8) be signed by the President.
7. The President's address.
8. Communications from the General Synod to be laid on the table.
9. Report of the Diocesan Council and associated Notices of Motion.
10. Reports of Boards and Committees appointed by the Synod.
11. Other Notices of Motion.

Subject to the above, any business not disposed of by 9.15pm shall be put to Synod without debate.

STANDING ORDERS OF THE SYNOD

1. Every meeting of the Synod shall include a celebration of Holy Communion.
2. The Synod shall meet during its session not earlier than 9.30 a.m. and may sit until 9.30 p.m. each day.
3. The Holy Bible and the Book of Common Prayer shall lie on the table.
4. Only members of the Synod shall have right of admission to its meetings but, if permitted by the Synod, representatives of the media and members of the public may be admitted to the space reserved for them. The President shall be at liberty to invite such persons as the President may desire to be present at any meeting.
5. The presence of the presiding Archbishop, Bishop or Commissary, and of one-fourth of the clergy qualified to be members of the Synod, and of one-fourth of the lay Synod Members shall constitute a meeting of the Synod.
6. After the President has ascertained a quorum, the President shall introduce **invited** guests, who shall be entitled to address the Synod. Only those who are members of the Synod are entitled to vote.
7. When the President shall have taken the chair, no member shall continue standing, except when addressing the chair.
8. The minutes, having been certified by the Honorary Secretaries as correct, shall be signed by the President, unless at least 10 members of the Synod shall request that the minutes be read.
9. All questions of order shall be decided by the President.
10. Whenever the President rises during a debate, any member speaking, or offering to speak, shall resume their seat. When two or more members rise simultaneously to address the chair, the President shall decide which of them shall speak.
11. The President shall confine each speaker to the subject matter of debate. It shall not be in order for any member to interrupt a speaker, except with the permission of the chair.
12. No member shall be allowed to speak more than once on the same question, in the same debate, unless in explanation or to order. However the mover of any question (not being an amendment) shall be allowed the liberty of reply, and that

the seconder of a motion, or an amendment, may reserve their speech to any period of the debate. Where the seconder of the motion and the seconder of the amendment both reserve their speeches, the seconder of the motion shall, if they wish to address the Synod, speak before the seconder of the amendment.

The proposer of a motion, resolution or report may speak for not more than **five minutes**.

Seconders and those responding should have speeches of no more than **three minutes** duration.

Except where the President, having taken regard for the complexity or gravity of the subject, has permitted it.

13. Before a motion can be moved in the Synod, notice of such motion shall be signed by the intended mover, or by some member on their behalf, and lodged with the Honorary Secretaries of the Synod not later than **twenty-one days** prior to the first day of the meeting. A motion may be made by the unanimous leave of the Synod without notice.
14. A resolution which does not propose that action be taken beyond its publication or transmission to certain persons, shall not be moved unless the permission of the Synod is obtained. When such a resolution has been submitted, the President shall put the question that the member wishing to propose the resolution should be permitted to do so and a vote shall be taken on this motion by show of hands without debate.
15. No motion or amendment shall be taken into consideration unless it is seconded; if seconded, it shall not be withdrawn without the leave of the Synod.
16. No amendment on an amendment shall be in order, except when an amendment has become a substantive motion.
17. A Committee may not, without leave of the Synod, consist of more than twelve (12) members.
18. Every report of a Committee requiring action shall be accompanied by a resolution or resolutions, for the consideration of the Synod.
19. A matter which has been decided by the Synod shall not be again introduced for discussion during the same session of the Synod, unless with the consent of three-fourths of the members present.

20. Any of the Standing Orders may be suspended for a particular purpose with the consent of three-fourths of members present.
21. Staff of the Diocese shall be entitled to address the Synod on any issues before it, if relevant to their role.

DIOCESAN REGULATIONS

REPRESENTATION ON THE GENERAL SYNOD

- 1.1 In accordance with Chapter 1 Section 4(2) of the Constitution, Diocesan representatives to the General Synod shall be elected in the following numbers:

Clerical	Lay
32	64

- 1.2 The Diocesan representatives to the General Synod shall be elected by the members of the Diocesan Synod in accordance with the procedure as detailed in section 3 of these Regulations, the clergy voting for the clerical members, and the laity for the lay. Electors may vote for any number of clergy or lay persons (as the case may be) up to, and including, the total combined number of representatives and supplemental representatives respectively prescribed by Chapter 1, Section 4 of the Constitution, and by Sections 1.1, 1.3 and 1.4 of these Regulations.

In the election of representatives to the General Synod, the voting papers to be used for such elections shall contain two columns which shall be headed 44 years and under and 45 years and over respectively. The name of the person who has been nominated, in accordance with Regulation 3.1, shall be placed in the column appropriate to their age on the 1st January preceding the election.

Thirty-two clergy shall be elected clerical representatives to the General Synod, of whom at least five shall be 44 years and under and at least five shall be 45 years and over.

Sixty-four lay representatives shall be elected to the General Synod, of whom at least ten shall be 44 years and under and at least ten shall be 45 years and over.

- 1.3 Supplemental clerical representatives to the General Synod shall be elected not exceeding four in number, two of whom shall be 44 years and under and two shall be 45 years and over.
- 1.4 Supplemental lay representatives to the General Synod shall be elected, not exceeding eight in number, four of whom shall be 44 years and under and four shall be 45 years and over.
- 1.5 The scrutineers shall return a list of supplemental clerical and lay representatives, consisting of those names which have received the greatest

number of votes next after the elected members, to be placed in order according to the number of votes received by each.

DIOCESAN SYNOD

ELECTION OF DIOCESAN SYNOD MEMBERS

- 2.1. Election of Synod Members and supplemental Synod Members shall be held in the year 2011 and in every third subsequent year at the Easter General Vestry meetings, or some adjournment thereof, or at some other meeting duly called for this purpose.
- 2.2 In accordance with Chapter 2, Part 1 Section 5 of the Constitution of the Church of Ireland, the number of lay Synod Members to be elected should be two for each member of the clergy normally officiating in each cure. In addition, the Easter Vestry may elect for each cure one additional lay person to the Diocesan Synod, provided that such a person is under the age of thirty-five years on the first day of January in the year of their election.
- 2.3 The election of Synod Members and Supplemental Synod Members shall be conducted by open voting, or by means of voting papers, as the vestry of each parish shall from time to time determine.
- 2.4 If any person is elected as a Synod Member for two or more parishes, the Diocesan Council shall ask them to decide which parish they will represent.
- 2.5 The Diocesan Council shall prepare the lists of the clerical and lay Synod Members, which shall be detailed in the Diocesan Synod Report.
- 2.6 Except in cases of emergency, notice of each annual meeting of the Synod shall be sent to members at least **eight weeks** prior to the date of the meeting. This notice shall contain a list of the elections to be held before the Synod, the nomination papers for those elections, and a copy of the proceedings of the previous annual meeting of the Synod.
- 2.7 The Honorary Secretaries shall receive notices of business intended to be submitted to the Synod, arrange the order of business and give to each member of the Synod notice of the business intended to be submitted. The notice should be communicated to Synod Members not less than **eighteen clear days** prior to the meeting of the Synod. The appropriate voting papers shall be dispatched to Synod Members with the notice of business.

VOTING PROCEDURES

- 3.1 a) Members of the Diocesan Synod (or other qualified persons), who are to be elected to any body listed in Appendix A may be nominated in writing by two Members of the Diocesan Synod, on the form provided by the Diocesan Office. Clergy must be nominated by Clerical Synod Members, and Laity by Lay Synod Members.
- (b) Each candidate may provide to their nominator, to be submitted with their nomination form, a short description to be printed against their name on each voting paper. This shall be limited to a maximum of **25 words** to reflect their occupation and relevant skills or interests. Each letter used as an abbreviation for a word in the description shall be considered as a word.
- c) If the description submitted exceeds 25 words no description shall be printed on the voting paper.
- d) If the description is not supplied by the close of nominations, this section shall remain blank on the voting paper against the name of that candidate.
- e) The candidate is not required to sign the nomination form personally but the person nominating them must give an assurance that the candidate is willing to stand. The statement: "I have consulted xxxxxxxx and have obtained their consent to this nomination" should be included on the nomination paper.
- f) All such Nomination Papers must be lodged with the Diocesan Office by being delivered by hand or post or sent electronically to a designated email address at least **one calendar month** before the meeting of the Diocesan Synod.
- 3.2 Nomination to any of the bodies listed in Appendix A, by those already a member of these bodies, shall not be automatic and compliance with the provisions of Regulations 3.1(a) to (f) shall be required prior to each election. Therefore, no name shall be placed on a voting paper unless a valid nomination paper has been received.
- 3.3 The voting papers for all elections shall be sent to the members of the Synod with the Report of the Council, either in hard copy form or by electronic means, and voting submissions may be made by paper return in secure envelopes or by electronic means.
- 3.4 The Honorary Secretaries shall provide instructions to facilitate the election process, ensuring that:
- a) The names of all persons nominated will be stated in alphabetical order.

- b) The number of candidates that may be voted for will be stated.
- c) The means of voting for each individual candidate will be clear.
- d) Voter anonymity is secured.
- e) Only one submission may be made per voter.
- f) The means of return and submission of votes will be clearly stated along with the precise time for closure of the voting process.
- g) All votes will be stored securely until such date and time as may be prescribed by the Honorary Secretaries for scrutinising, counting and recording votes.

3.5 a) At the time and date prescribed at 3.4(g), the Honorary Secretaries shall certify the votes received.

b) After the numbers of submissions have been verified all votes cast shall be counted and recorded.

c) The Honorary Secretaries may be assisted by one or more Clerical or Lay Synod Members, and such members of the Diocesan Staff as are necessary to facilitate the counting of the votes cast. They shall make a return of the number of votes recorded for each elected member.

3.6 In any election, if two or more names receive the same number of votes, the tie shall be decided by lot.

3.7 Details of those who have been elected in accordance with Regulations 3.5 and 3.6 shall be conveyed to the members of Diocesan Synod no later than **ten days** after the date of the Diocesan Synod.

3.8 An election appeal shall be, in the first instance, to the Diocesan Council, and shall be lodged in writing with the Honorary Secretaries within **eight days** of the declaration of the poll, stating the grounds of the appeal. Any such appeal must be lodged by a duly qualified elector and signed by them.

DIOCESAN COUNCIL

ELECTION OF DIOCESAN COUNCIL MEMBERS

- 4.1. The election of members of Diocesan Synod to serve on the Diocesan Council along with supplemental members shall be held in the year 2014 and in every third subsequent year. Elections to fill vacancies for members or supplemental members may be held as required in the two years between triennial Council elections in accordance with the procedures and timetable detailed in Regulations 3.1-3.8.

MEMBERSHIP

- 4.2.1 The Diocesan Council shall consist of the Bishop, the Archdeacons of Belfast, Connor and Dalriada, three clerical and three lay Honorary Secretaries, twelve other clerical and twenty-one other lay members. The twelve clerical members may include up to two curate assistants but if none such are among the elected clerical members, up to two, additional curate assistants may be elected under
- 4.2.2 For the purpose of appointing members and supplemental representatives to the Diocesan Council, there shall be three Areas, the Archdeaconry of Belfast, the Archdeaconry of Connor and the Archdeaconry of Dalriada. See Appendix B.
- 4.2.3 The voting papers to be used for elections to the Diocesan Council shall contain three columns which shall be headed Archdeaconry of Belfast, Connor and Dalriada respectively. The name of each Synod Member who has been nominated shall be placed in the column appropriate to the Archdeaconry containing the parish which they represent or, if they do not represent a parish, their name shall be placed in the column appropriate to the Archdeaconry in which they reside. The elected members of the Council shall be chosen in the proportion as follows:

ARCHDEACONRY

	BELFAST	CONNOR	DALRIADA	TOTALS
Clerical	4	4	4	12
Lay	<u>7</u>	<u>7</u>	<u>7</u>	<u>21</u>
	11	11	11	33

- 4.2.4 If during the three year term of Diocesan Council, an elected clerical or lay member moves from one of the Archdeaconries within the Diocese of Connor to another, they shall continue to be a member of Diocesan Council until the end of the triennial period.

- 4.2.5 If a clerical member retires or is appointed to a licensed position outside the Diocese or a lay member ceases to be a resident or accustomed member of a parish within the Diocese, they shall immediately cease to be a member of Diocesan Council and the first person on the list of supplemental representatives shall be invited to become a member of Council in their place.
- 4.2.6 Should a Lay member become Ordained then they shall immediately cease to be a member of Diocesan Council and the first person on the list of supplemental representatives shall be invited to become a member of Council in their place.

CURATE ASSISTANTS

- 4.3.1 The voting papers shall include the names of such Curate Assistants as have been nominated and shall be printed in the columns appropriate to the Archdeaconry in which they currently serve, as already provided in Section 4.2.3 of these Regulations.
- 4.3.2 If no Curate Assistant is elected in any Archdeaconry as a Clerical representative, the two Curate Assistants receiving the highest number of votes overall shall be added to the twelve elected clerical members of the Diocesan Council. If one Curate Assistant is included among the twelve, the Curate Assistant receiving the highest number of votes, shall also be elected to Diocesan Council.
- 4.3.3 If during the three year term of Council a Curate Assistant who has been elected as a Council member moves to an incumbency or other licensed position within the Diocese, they shall step down immediately. They shall then be replaced by the Curate Assistant who has received the highest number of clerical votes, remaining on the list of supplemental representatives.

VOTING ACROSS DIOCESE

- 4.4.4 Save as provided by Regulation 4.6.1, the Honorary Secretaries and the members of the Diocesan Council shall be elected by members of the Diocesan Synod in accordance with the procedure as detailed in Section 3 of these Regulations - the clergy voting for the clerical members and the laity for the lay members. Each elector may vote for any number of clerical or lay Synod Members (as the case may be) on the lists for all three Archdeaconries up to, and including, the total combined number of representatives and supplemental representatives to the Diocesan Council as provided for in Regulations 4.2.3 and 4.5.1.

SUPPLEMENTAL REPRESENTATIVES

4.5.1 Supplemental representatives to the Diocesan Council shall be elected in the following proportions:-

	ARCHDEACONRY			
	BELFAST	CONNOR	DALRIADA	TOTALS
Clerical	2	2	2	6
Lay	3	3	3	9

A vacancy in the elected members of the Council shall be filled by a supplemental representative from the same Archdeaconry as that represented by the former member.

Any such clerical or lay vacancy shall be filled automatically by using the list of supplementals in order of election by Archdeaconry, without requiring specific approval by Diocesan Council.

4.5.2 If the list of supplemental representatives for the Archdeaconry has been exhausted Diocesan Council may co-opt members.

CO-OPTED MEMBERS

4.6.1 Where a member is appointed by co-option, the clergy member is to be co-opted by the clerical members of the Council and the lay member by the lay members of the Council. Such co-opted members may be appointed at any time and will remain in office until the date of the next election of Council members. A vacancy in the office of a co-opted member may be filled on the proposal of the clerical or lay members of the Council as the case may be.

4.6.2 In the event of Curate Assistants being elected to the Diocesan Council under Regulation 4.3.2, the Diocesan Council may co-opt additional lay members for the Archdeaconry represented by the Curate Assistant(s) so as to maintain the correct ratio of clerical and lay members.

HONORARY SECRETARIES

4.7.1 Three clerical and three lay members of the Diocesan Synod shall be elected as Honorary Secretaries to the Diocesan Council - one clerical and one lay member from each of the three Archdeacons. They shall take up office immediately after completion of the triennial election process (Regulations 3.5 - 3.7). Outgoing Honorary Secretaries, while overseeing, shall not count the votes in the Honorary Secretaries elections.

- 4.7.2 The election of the Honorary Secretaries to the Diocesan Council shall be carried out by ballot in accordance with the procedure as detailed in Section 3 of these Regulations. Nominations for Honorary Secretaries shall be submitted in the same way as for election to the Diocesan Council. Only those eligible for nomination for membership of the Diocesan Council may be nominated for the position of Honorary Secretary to the Diocesan Council. By virtue of their office, Archdeacons are not eligible for the position of Honorary Secretary.
- 4.7.3 The counting of votes for the election of Honorary Secretaries shall take place prior to the counting of votes for the other members of the Diocesan Council in order that the names of the persons elected as Honorary Secretaries can be removed from the Diocesan Council voting papers before that count commences.

DUTIES AND POWERS

- 4.8.1 The Diocesan Council shall fix the times and places of its meetings. Six clerical and ten lay members shall constitute a quorum. The presence of a quorum shall, at the request of any member, be ascertained by the Bishop or Chairman. Without such a request it shall be presumed.
- 4.8.2 Subject to the control of the Synod, the Diocesan Council shall exercise the powers conferred on the Synod in the following matters: Sections 5, 31, 32, 42 of Chapter 2, Sections 6, 7, 24, 27 and 35 of Chapter 3, and Sections 14 and 16 of Chapter 4 of the Constitution, but the Council shall at the next annual meeting of the Synod report on all actions taken by it in connection with any of these matters and the Synod shall have power to alter, repeal or supersede all or any of such acts of the Council. Where the minister or Select Vestry of any parish shall be dissatisfied with any proposed act of the Council, they may require, but only with the Bishop's assent, that the action of the Council be stayed until the matter is submitted to the Diocesan Synod. The Synod shall determine whether the action of the Council shall be suspended accordingly.
- 4.8.3 Subject to the proviso requirements and safeguards contained in Regulation 4.8.2, the Diocesan Council, when it considers it desirable in the case of any parish, shall appoint a commission, to be comprised of not more than seven members of the Diocesan Council, for the purposes of investigating the control and charge of parochial, charity and church funds of any parish; the commission should report to the Diocesan Council. Any casual vacancy in a commission so appointed may be filled by the Diocesan Council at its discretion. A commission shall regulate its own proceedings within the law of the Church for the time being in force and shall continue in office until dissolved by the Diocesan Synod or by the Diocesan Council.

MEMBERSHIP OF COMMITTEES – GENERAL PRINCIPLES

- 4.9.1 Membership of all Committees should be declared vacant and new appointments made every triennial year at the first meeting of Diocesan Council after the elections;
- 4.9.2 Committees should continue to function with their present membership until after the meeting of the Council at which the new Committee membership was agreed;
- 4.9.3 Appointments should be made by Council to other bodies as required by them or in line with the normal triennial process of Council.

COMMITTEE OF PATRONAGE

- 5 For the purposes of Chapter 4, Section 1 of the Constitution, there is to be a Committee of Patronage. The election of the Committee of Patronage and of the supplemental list shall be held each triennial year and the voting shall be in accordance with procedure as detailed in Section 3 of these Regulations.

EPISCOPAL ELECTORAL REPRESENTATIVES

- 6 Members of the Diocesan Synod shall vote for the election of Episcopal Electoral Representatives and supplemental representatives, as follows:

	Clerical	Lay
Electoral Representatives	12	12
Supplemental Representatives	6	6

The election of Representatives and supplemental Representatives shall be held each triennial year and the voting shall be in accordance with procedure as detailed in section 3 of these Regulations.

PARISHES AND PAROCHIAL ORGANISATION

APPOINTMENT TO VACANT INCUMBENCIES

7.1.1 When a vacancy in an incumbency is announced, the Permanent Commission on the Church in the relevant Archdeaconry will arrange:

1) to consult with the Finance and Administration Manager about the finances of the parish and any liabilities deemed due to the Diocese.

2) for representatives to meet with the Select Vestry(ies) chaired by a Rural Dean. The purpose is to discuss any problems or difficulties that might be of concern and to share the vision of the Select Vestry(ies) for the future development of the parish.

Any member of the Permanent Commission who is a member of the vacant parish shall not be involved in any way with the deliberations of the Permanent Commission.

7.1.2 The Permanent Commission will advise the Diocesan Council as to whether or not a certificate should be issued to enable the Bishop or the Bishop's Commissary to summon a Board of Nomination for the parish. In determining this, the Permanent Commission will require confirmation in writing from the Select Vestry(ies) of the parish that the approved stipend for the parish(es), the expenses of office allowance, the allowance for locomotory expenses, the required contribution to the Clergy Pension Fund and a suitable free residence will be available for the person nominated to the vacant cure.

7.1.3. In addition to providing the suitable free residence as required under Section 7.1.2. of these Regulations, the Select Vestry(ies) shall also provide in the residence good quality carpets and underlay or floor covering as appropriate in hall, staircase and landings, one reception room, study and kitchen together with curtains in the same areas. A cooker, a fridge and a freezer in good working order should also be provided.

7.1.4 In any case where a parish during the two years next preceding the vacancy has not paid in full its assessment for stipend, the expenses of office allowance, locomotory allowance and the required contribution to the Clergy Pensions Fund, or has failed to provide a free residence or to meet its liabilities in respect of a State social security scheme, the Diocesan Council may not issue the required certificate for the summoning of a Board of Nomination until the arrears have been made good and it is satisfied that adequate arrangements have been made for the future payment of such liabilities.

7.1.5. (a) On receiving the certificate from the Diocesan Council as required by Chapter 4, Section 13 of the Constitution, the Bishop or his Commissary shall summon a Board of Nomination, giving at least ten days' notice to each member of the Committee of Patronage and to each Parochial Nominator. If it is necessary to summon a supplementalist, immediate notice shall be given to them but the meeting shall not be postponed. Four members of the Board, of whom the Bishop may be one, shall form a quorum provided that there shall be present at least one Diocesan and one Parochial Nominator.

(b) The meeting shall consider the names of Clergy suitable to fill the vacancy and shall proceed as provided by Chapter 4, Section 19 of the Constitution. If the Board is not unanimous at its meeting on the day it is first summoned to consider the candidates, the Chairman shall adjourn it for an agreed period. At such adjourned meeting the Board shall carry out the Nomination or choice as provided by the Constitution, or may adjourn further.

REGISTRATION OF GENERAL VESTRY MEMBERS

7.2.1 The Forms of Declaration for those who are qualified, in accordance with the exact wording in the Schedule to Chapter 3 of the Constitution of the Church of the Ireland, to be included in the Register of General Vestry Members will be available on request from the incumbent and churchwardens for one calendar month before the date when the General Vestry will carry out its annual review of the Register of General Vestry Members (the review meeting).

The Forms of Declaration must be

- signed and completed by parishioners wishing to apply to register either for the first time or by those who wish to be replaced on the register;
- submitted to the incumbent or any of the churchwardens at any time before the annual review meeting where the revision of the Register will be undertaken.

During this month the current Register of General Vestry Members should be available for inspection.

7.2.2. Any person registered or claiming to be registered, either as a resident or accustomed member, must subscribe to the funds of the parish of which they wish to be a vestry member. The subscription must not be in arrears at the date for the close of applications to the Register of General Vestry Members. It must be contributed in such a manner that a receipt could be demanded for it.

In parishes where there is an envelope system or any system of payment by instalments, the annual amount contributed under such system shall be deemed to be a qualifying subscription. A “family subscription” shall entitle all the members of a household contributing to such subscription to be registered, provided that each one is in all other respects qualified to be registered and has signed the appropriate Form of Declaration.

7.2.3 In accordance with Chapter 3, Section 5, of the Constitution only those Forms of Declaration which have been completed and received during the calendar month before the date of the revision can be considered for that year’s annual review of the Register of General Vestry Members. Notification of the Register being open for review and the final date for the receipt of completed Forms of Declaration (the date of the review meeting) may be given on parish notice sheets, verbally in church, in the parish magazine, on the parish website or any other way considered to be appropriate every Sunday during January and until the Sunday immediately prior to the closing date for receipt of the Forms of Declaration.

7.2.4 The formal Revision of the Register of General Vestry Members should be conducted during the month of February each year. This may be a special meeting or at the beginning of a regular meeting of the Select Vestry. A notice

- giving the date, time and place of the review meeting, and
- signed by the incumbent, other officiating clergy in the Parish or by a churchwarden,

must be placed on the main door of each church in the parish and announced at all services in the parish on each of the two Sundays before the date of the review meeting.

7.2.5 At the special review meeting in February, the General Vestry will receive the Forms of Declaration i.e. all claims for registration and any objections to names previously registered or to any new claims. All those seeking registration are entitled to appear at the meeting to support any claim.

If there are no objections, the names of all qualified persons who have completed Forms of Declaration not more than one month before the date of the meeting shall be added to the Register, which is recorded in a book kept by the incumbent and churchwardens for that purpose. At the meeting the names of those who are no longer qualified (that is, those who have left the parish or died, or those who no longer subscribe in the proper manner) should be removed from the Register. Where appropriate, those persons should be informed that their names have been removed.

If a registration objection is raised at the review meeting, a notice must be sent immediately to the person concerned, stating the grounds of the objection and the action he may take to make an appeal. If any person already registered, or newly claiming to be registered, as a vestry member is dissatisfied with any decision of the Select Vestry with regard to themselves or any other person, they may lodge an appeal to the Diocesan Council within seven days of the Select Vestry decision.

REGISTRATION APPEALS

- 7.3.1 If any person who is registered, or claims to be registered, as a Vestry member is dissatisfied with any decision of the Select Vestry with respect to the insertion of, or omission of, the name of themselves or any other person from the Register of General Vestry Members, they may, within seven days, appeal to the Diocesan Council concerning that decision.
- 7.3.2 Each registration appeal should be brought by lodging with the minister of the parish, and forwarding by post to the Honorary Secretaries of the Council, notice in writing of the appeal, signed by the appellant, specifying concisely the decision appealed against and the grounds of the appeal.
- 7.3.3. Each appeal shall be heard, with the least possible delay, by the Committee of Appeal. If the Committee allows the appeal on the grounds of any informality in the summoning or constitution of the Select Vestry, it may direct a new revision at such time and place as it determines. The decision of the Committee of Appeal may be appealed against and reviewed by the Council, as in the case of other election appeals.

EASTER VESTRY

- 7.4.1 A meeting of the General Vestry of each parish, to be known as the Easter Vestry, shall be held each year **not earlier than twenty-seven days before and not later than twenty days after Easter Day**. This meeting may be adjourned from time to time to any day or days not later than the **sixth** Monday after Easter Day. However the General Vestry meeting may not be held on, or adjourned to, a day within the period from the Sunday preceding Easter (Palm Sunday) to Easter Day (inclusive).
- 7.4.2 Public notice shall be given of the place and time of the general vestry meeting and the notice shall be signed by the incumbent or other member of the clergy officiating in the parish or, if that is not possible, by a churchwarden. The notice shall be affixed to the principal door of the church or chapel or church hall, and announced at all services in the parish on the two Sundays preceding the day appointed for the meeting of the General Vestry.

- 7.4.3 At its meeting the Easter Vestry shall:
- a) Receive the audited accounts of the parish as presented by the Select Vestry in accordance with Section 7.5.2 of these Regulations. The Easter Vestry shall be entitled to require of the outgoing Select Vestry an explanation of any matter appearing in the accounts.
 - b) Make the annual and triennial appointments, as appropriate, in accordance with Chapter 3, Sections 13 and 14 of the Constitution.
- 7.4.4 In addition to the duties entrusted to it by the Constitution of the Church of Ireland, the Easter Vestry shall appoint such auditor for the parish accounts as is required under the Charities Act (Northern Ireland) 2008.

SELECT VESTRY

- 7.5.1 The Select Vestry shall appoint a ~~parochial~~ secretary and a parochial treasurer as soon as practicable after each Easter Vestry.
- 7.5.2 The members of the Select Vestry shall also comply with Chapter 3 Sections 18a and b of the Constitution in order to comply with the requirements of the Charities Act (NI) 2008.
- 7.5.3 It shall be the duty of the Select Vestry in each year to prepare accounts of the parochial funds in its control and charge. These accounts shall be certified as correct by the auditor as appointed by the Easter Vestry, in accordance with Diocesan Regulations 7.4.3 and 7.4.4.
- 7.5.4 The format of parochial accounts shall be in accordance with the requirements of the Charities Act (Northern Ireland) 2008 and any subsequent related regulations.
- 7.5.5 Two copies of the audited accounts, together with all the Easter Vestry returns, shall be forwarded to the Connor Diocesan Office within two weeks of the meeting of the Easter Vestry.
- 7.5.6 A minimum of two signatures/authorisations, one of which shall be that of the treasurer, shall be required for all forms of payment drawn on the parochial bank accounts.

INSPECTION OF BUILDINGS

7.6.1 Select vestries are required to facilitate and conform with arrangements made by the Diocesan Council for the quinquennial and/or vacancy inspections by the Diocesan Architect/Chartered Building Surveyor of parish properties vested in the Representative Church Body as follows:

- a) Rectory – Quinquennially and as soon as an incumbent informs the Bishop of their intention to retire or resign from their incumbency, or when an incumbent has been appointed to another parish.
- b) Other clergy residences – Quinquennially.
- c) Church buildings – Quinquennially.
- d) Follow-up inspections by arrangement with the Diocesan Council.

[A copy of the protocol for the conduct of the above inspections is available on the Diocesan Website and can be obtained on request from the Diocesan Office.]

7.6.2 Responsibility for the regular inspection of properties not vested in the Representative Church Body rests with the Trustees who hold Title to the property. However, parishes may request in writing to the Diocesan Council that they wish to be included in the programme of inspections by the Diocesan Architect/Chartered Building Surveyor.

MANAGEMENT OF BURIAL GROUNDS

7.7.1 Where a parish has responsibility for a burial ground which is vested in the Representative Church Body, the care and management of that burial ground shall be conducted in accordance with Chapter 12 of the Constitution.

7.7.2 The care and management of burial grounds is the responsibility of the clergy and churchwardens of the parish in which the burial ground is situated.

7.7.3 The Select Vestry shall draw up regulations, which may be revised from time-to-time, for the management of the burial ground(s) in its parish(es). Where a Select Vestry wishes to use an area of its churchyard for the burial of cremated remains, the Select Vestry shall include regulations for the management of this area. Guidelines to assist in the preparation of such regulations may be obtained from the Diocesan Office. All such parochial graveyard regulations shall be submitted to the Diocesan Council for approval. Only when such approval has been obtained, should the approved regulations form the basis for the management of the burial ground by the clergy and churchwardens.

- 7.7.4 Other than meeting its obligations as defined in Sections 1, 6, 7 and 8 of Chapter 12 of the Constitution and as indicated in Section 7.4.3 of these Regulations, the Select Vestry has no other involvement in the management of the burial ground.

ELECTION APPEALS

- 8.1 Whenever any dispute or doubt shall arise as to the election of any churchwarden or any Select Vestry member or other official who shall be the subject of election by a general or Select Vestry, an appeal may be brought to the Diocesan Council by any qualified elector who feels aggrieved. Every such appeal shall be made within seven days after the date of the election by serving a notice on:

- the Honorary Secretaries of the Diocesan Council,
- the chairman of the meeting at which the said election took place.

This notice shall:

- (a) Be signed by the appellant,
- (b) Contain their full name, address and qualification, and
- (c) Set out the grounds of the appeal.

In each case the chairman shall make a return of the election to the Diocesan Council and attach such notice or notices of appeal. If no appeal is brought, the election shall be final.

- 8.2 The Diocesan Council, as soon as possible after its election, shall elect five of its members who, with its Honorary Secretaries, shall constitute a Committee of Appeal for the hearing of appeals and shall, from time to time, fill any vacancies arising in the Committee. The Council shall make such rules as are appropriate for the hearing of such appeals. Five members of the Committee of Appeal shall constitute a quorum.
- 8.3 An appeal of the decision of the Committee of Appeal shall be to the Diocesan Council, and it shall be made by lodging with the Honorary Secretaries of the Council of a notice of such appeal within one week of the Committee of Appeals decision. Where no notice has been lodged within the time permitted the decision of the Committee of Appeal shall be final.
- 8.4 An appeal from the Committee of Appeal shall be heard and disposed of by the Diocesan Council in such manner as it considers appropriate.
- 8.5 The Diocesan Council and the Committee of Appeal respectively, on hearing each appeal, shall have power to unseat the person whose election was disputed, and to declare any other person elected. Alternatively they may order a fresh election, as the justice of the case shall require, and to give

such direction as is necessary. In each appeal the Diocesan Council or the Committee of Appeal may, at its discretion, extend the time for appealing.

THE REPRESENTATIVE CHURCH BODY AND STANDING COMMITTEE

- 9.1 In accordance with Chapter 10 of the Constitution, the Diocese shall elect one clerical and two lay representatives to the membership of the Representative Church Body
- 9.2 The Diocesan Synod shall elect annually by rotation one of its representatives to the membership of the Representative Church Body, clerical members voting only in the election of a clerical representative and lay members voting only in the election of a lay representative.
- 9.3 Voting in the election of representatives to the membership of the Representative Church Body shall be in accordance with the procedure detailed in section 3 of these Regulations.
- (new)
9.4 Elections to Standing Committee shall be in accordance with Chapter 18 section 5 of the Constitution.

CANONRY OF ST. PATRICK'S DUBLIN

- 10. Whenever, under the provisions of Section 22 of Chapter 7 of the Constitution, it shall fall to the turn of the Diocese of Connor to appoint to a prebendal stall in the Cathedral Church of St. Patrick, Dublin, the appointment shall be made by the Bishop of the Diocese.

WRITTEN RECORDS OF PROCEEDINGS

- 11.1 The Diocesan Synod shall record its proceedings and ensure the safe keeping of those records. Such records shall be in writing and signed by the president of the Synod.
- 11.2 The proceedings of Diocesan Council, general vestries, select vestries, boards of nomination and cathedral chapters in the dioceses shall be maintained in writing. The minutes of the proceedings of each body shall be signed as a correct record and retained as a paper copy in safe keeping.
- 11.3 These records should be kept for a period of 40 years, after which they should be sent to the RCB library for safe custody.

DURATION OF REGULATIONS

12. The foregoing regulations shall continue in force, save so far as they may be varied or revoked by any resolution of the Synod of the Diocese of Connor.

GENERAL REGULATIONS

13. The Diocese has a legal obligation to comply with The Data Protection Act 2018.

It adopts the Data Protection Privacy Statement as detailed in Appendix F.
14. The Diocese works within the guidelines of the Safeguarding policies of the Church of Ireland Safeguarding Board.

These can be found at
<https://www.ireland.anglican.org/about/safeguarding>.
15. The Diocese has a legal obligation comply with the Charities Act (Northern Ireland) 2013.
16. The Diocese adopts the Conflict of Interest Policy as detailed in Appendix G.
17. The Diocese adopts the Code of Conduct Policy as detailed in Appendix H.
18. The Diocese adopts the Internet Usage Policy as detailed in Appendix I.
19. Appendices F – I may be amended by approval of Diocesan Council from time to time and reported to Diocesan Synod when it next sits.

PERMANENT COMMISSION

1. Each Permanent Commission should be appointed by Council for the triennial period.
2. In selecting members, the Council should take into consideration the age profile and gender of the membership of the Commission.
3. The membership of each Commission should be the Archdeacon and 1 Honorary Lay Secretary with this Lay Secretary appointed from another Archdeaconry.
4. Other members should be **three** clerical and **three** lay so there is a pool of people to visit parishes; of these, at least **two** clerical and **two** lay should be members of Diocesan Council.
5. Reports and recommendations from representatives of Permanent Commission should be circulated to all the members of the Commission for information and endorsement before they are presented to Diocesan Council.

DIOCESAN GLEBES REGULATIONS

CONSTITUTION OF GLEBES AND ARCHITECTURAL COMMITTEE

1. The Glebes and Architectural Committee shall consist of:
 - a) the 3 Archdeacons;
 - b) other clerical members;
 - c) 5 lay members of whom at least 2 should be members of Diocesan Council and at least 2 have relevant professional experience;
 - d) The Diocesan Glebes Secretary (ex officio).

The Rural Deans of the Diocese shall be ex-officio members of the Committee but need only attend meetings when business relating to their Rural Deanery is under consideration.

2. The Glebes and Architectural Committee may appoint sub-groups for specific tasks.
3. The appropriate Archdeacon should be informed if there is a project planned within their area.
4. The Glebes and Architectural Committee shall not fill any vacancy without the consent of the Diocesan Council.
5. The Glebes and Architectural Committee shall elect one of its members as its Secretary.

BY-LAWS

1. The Glebes and Architectural Committee shall meet at such times as may be deemed necessary, provided that one meeting at least shall be held each half year. The Secretary shall summon meetings, and five clear days notice shall be given to each member of the Committee.
2. Five members shall constitute a quorum. One of the members shall be appointed Chair at the first meeting after the election of members and shall hold office for the triennium. The minutes of each previous meeting having been read and confirmed, shall be signed by the Chair.
3. All matters relating to the glebes of the Diocese shall stand referred to the Glebes and Architectural Committee, which shall consider all reports of commissions and inspections and also the reports of the Rural Deans and Glebewardens as to urgent repairs, and shall be empowered to take such action in each case as is prescribed by Chapter 13 of the Constitution.
4. In cases of seasonal letting of glebe lands, the appropriate forms shall be supplied by the Secretary on application to them; and the terms of the letting

shall be approved by the incumbent and the Glebewardens. These forms shall be returned to the Glebes and Architectural Committee for sanction. Unless the Committee decides that a fair rent can be obtained otherwise, all glebe lands must be let by public auction. The Committee must also approve of the terms of letting.

5. When repairs or work in respect of a glebe come forward for consideration, the Rural Dean in whose jurisdiction the glebe is situated, or some other member of the Glebes and Architectural Committee representing the Rural Deanery, shall be present. If the incumbent of the parish so desires, they shall be entitled to appear before the Committee or to forward in writing their views on the proposed repairs or works.

Any member of the Glebes and Architectural Committee who is a member of the parish concerned may also make representation but shall not be involved in any way in the decision-making process.

1. As soon as an incumbent informs the Bishop of their intention to retire or resign from their incumbency, or when an announcement is made of the appointment of an incumbent to another parish, the Diocesan Glebes Secretary must be informed and they will make arrangements with the Diocesan Surveyor for an immediate inspection of the glebe in order that there shall be no unnecessary delay in the process to fill the vacant parish.
2. The Glebes Secretary shall be paid travelling expenses and other expenses as the Diocesan Council may from time to time decide.
3. Each parish in the Diocese, having a glebe vested in the Representative Church Body, shall be required to forward, within two weeks after the Easter Vestry, the names and addresses of its Glebewardens to the Connor Diocesan Office, who shall provide them to the Glebes a Secretary.
4. Immediately after the Easter Vestry ~~triennial elections~~, each glebe warden shall be issued with a copy of a leaflet describing the duties of Glebewardens as defined in Rule 10 of Chapter 13 of the Constitution.
5. The Rural Dean shall arrange with the incumbents in their Rural Deanery as to the annual inspection of their glebes.
6. No alterations shall be made in the constitution of the Committee or of these By-Laws governing its working, except by the authority of the Diocesan Synod after notice of motion of the proposed change, and with the approval of the Representative Body under Rule 7 of Chapter 13 of the Constitution.

7 A copy of these regulations and By-Laws shall be furnished to every incumbent occupying a glebe vested in the Representative Body.

DIOCESE OF CONNOR

THE FINANCIAL SCHEME 2018

This scheme is set up with the intention of showing good governance of the Diocese of Connor. Its aim is to be missional in purpose, to empower ministry to be engaging with culture and effecting change.

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DEFINITIONS

For the purposes of this document the following words and phrases shall have the following meanings:

"RCB" – The Representative Church Body.

"CIT" – Church of Ireland Trustees.

"Parish" –includes a group or union of parishes.

GENERAL REGULATIONS

1. This financial scheme, which may be cited as "The Financial Scheme 2018", shall take effect as from 1st July 2019, whereupon all previous financial schemes and supplemental schemes, including resolutions amending the same, are hereby rescinded.

2. The Diocesan Council shall submit annually to the Diocesan Synod a report and a statement of accounts audited by auditors who shall have been appointed by the Diocesan Council.

3. In cases not provided for by this scheme, or in which its application may appear to be doubtful, the Diocesan Council shall decide, but subject to the approval of the Diocesan Synod at its next meeting.
- 4.(a) Each parish shall be assessed annually for such amounts (known as "Fair Share") as may be decided by the Diocesan Synod, so that there are sufficient funds to pay:
 - 1) All charges on the Diocesan Clergy Fund.
 - 2) All charges on the Diocesan General Fund.
 - 3) All charges on the Diocesan Mission & Ministry Resources Fund.
 - 4) All levies, as approved by General Synod and collected through the RCB.
- (b) Payment of Fair Share will be by direct debit of twelve monthly instalments collected no earlier than the twenty fifth of the month and no later than the last banking day in any month.
- (c) Financial Return Forms, or any equivalent, must be returned to the Diocesan Office within 21 days of the Easter Vestry having been held. Failure to do so will result in estimates being used for calculation of Fair Share and a parish's Fair Share may incur a surcharge of 0.5% above Fair Share set at the next Diocesan Synod.
- 5.(a) On the last banking day in each month the Select Vestry of each parish shall pay by Electronic Transfer or by cheque to its incumbent, vicar, curate(s) assistant or any such clerical office approved by the Bishop, such stipend and expenses allowances as may from time to time be determined by the Diocesan Council; provided that in default of such monthly payments and on the request of the incumbent that their stipend and expenses allowance be paid monthly through the RCB, the Diocesan Council shall take all steps necessary to comply with such requests and the Diocesan Council shall assess the parish for such sum which is required to pay the said stipend and allowance.
- (b) All sums assessed on a parish under this section shall be payable at such times as determined by the Diocesan Council and an administration charge may be made on such payments at the rate of 5% per annum. Interest at the rate of 3% plus Bank of England base rate per annum may be charged on any arrears incurred.
- (c) All assessments under this Section shall be paid to the bank accounts furnished by the Diocesan Office by direct debit.
6. A triennial review of parochial finances shall be undertaken by the Diocesan Council in the year after triennial elections, to take account of any changes in relative parochial income and to allow for movement of parishes from grade to grade as appropriate during a vacancy.

7. Any parish which fails to pay its Fair Share in full on the due date for six out of any twelve-month period may:
- 1) be the subject of an application under section 20 of Chapter II of the Constitution of the Church of Ireland, brought in the name of the Diocesan Council, to have synod members from the parish excluded from meetings of the Diocesan Synod whilst the parish's Fair Share payments remain outstanding.”.
 - 2) not have a board of nomination called when it becomes vacant,
 - 3) be suspended from applying for any Diocesan Funding under this Financial Scheme or any other funding schemes managed by the Diocesan Council or requiring Diocesan Council approval.
 - 4) be reclassified as a light duties’ parish.

pending re-organisation by the Diocesan Synod. In the case of a parish which is vacant, it will be reclassified by the Diocesan Council as appropriate with immediate effect, pending a decision regarding its future by the Diocesan Synod. In some instances, the Diocesan Council may request the Diocesan Synod to postpone such reorganisation and to undertake the reorganisation in the context of a wider review within the Diocese.

8. No grants shall be made by the Diocese to any parish which has failed to pay its annual Fair Share to the Diocese without sufficient reason.

CHAPTER I

MISSION AND MINISTRY RESOURCES FUND

1. The capital shall consist of:
- (a) (i) Capital moneys held by the RCB for the Belfast Additional Clergy Fund.
 - (ii) Capital moneys held by the RCB and CIT for the Diocesan Parish Support Fund.
 - (iii) Capital moneys held by the RCB and CIT for the Diocesan Endowment Fund.
 - (iv) Capital moneys held by the RCB or CIT of any bequests, contributions, donations and grants which were previously designated for the Diocesan Church Extension Fund.
 - (v) Capital moneys held by the RCB and CIT of any bequests, contributions, donations, collections, grants or transfers which were designated for the Diocesan Ordination Fund.
 - (vi) Capital moneys held by the RCB and CIT of any bequests, contributions, donations, collections, grants or transfers which were designated for the Vision Strategy Fund.

(b) Any bequests, contributions or donations which may be designated for the capital of the fund, or the individual funds named in sub-clauses 1(a)(i)-(vi) above, or which, not being impressed with specific trusts, may be allocated thereto by the Diocesan Council.

(c) Any surplus on the revenue account which the Diocesan Council may from time to time add to capital.

2. The revenue shall consist of:

(a) The revenue of the funds held at 30th June 2019 for the Diocesan Endowment Fund, the Belfast Additional Clergy Fund, the Diocesan Parish Support Fund and the Glebes Repair Fund in the Financial Scheme 1990, together with the Diocesan Church Extension Fund, the Diocesan Ordination Fund, the Vision Strategy Fund, the Diocesan Ministry Fund and Bishop's Ministry Fund.

(b) Interest/dividends on the capital.

(c) Interest from Special Trusts.

(d) The interest from the Dunseath Bequest.

(e) Any grant from the General Synod or the RCB for the purposes of this fund.

(f) Such sums as may from time to time be allocated to this fund by the Diocesan Council from other funds at its disposal.

3. Payments may be made by the Diocesan Council for the following purposes:

(a) The payment of such grants to promote the mission of the Church of Ireland within the Diocese as the Diocesan Council may decide.

(b) Payments made with the approval of the Diocesan Council for the purpose of promoting Christian mission.

(c) Any cost associated with:

(i) The training and expenses of ordinands.

(ii) Bringing before the people of the Diocese the vocation and the recruitment of the clergy.

(iii) Post-Ordination training.

(iv) The training of Lay Readers.

(v) Making available to the Bishop funds to be used by the Bishop for in-service training of clergy and Readers

(d) Payments from the fund may be made to assist with the financing of the promotion of Church extension.

- (e) The revenue shall be available for the payment to parishes of such grants as the Diocesan Council may decide, that meet the purposes of the fund.
- 4. The Diocesan Council may use the capital of the fund as collateral security for any loan obtained from the RCB, to the extent that the trusts permit it, for:
 - (a) Erecting, altering, or reconstructing churches or parochial buildings, or the acquisition of sites thereof, or
 - (b) Any other Diocesan purpose approved by the Diocesan Synod.

CHAPTER II

DIOCESAN CLERGY FUND

- 1. The capital shall consist of:
 - (a)(i) Capital moneys held by the RCB and CIT for the Diocesan Stipend Fund.
 - (ii) Capital moneys held by the RCB and CIT for the Diocesan Superannuation Fund.
 - (iii) The capital of the Rev J H Smythe Bequest and Rev Canon J A Stewart Bequest held by the RCB.
 - (iv) Capital moneys held by the RCB and CIT for the Clerical Income Augmentation Fund.
 - (b) Any bequests, contributions or donations which may be designated for the capital of the fund, or which, not being impressed with specific trusts, may be allocated thereto by the Diocesan Council.
 - (c) Any surplus on the revenue account which the Diocesan Council may from time to time add to capital.
- 2. The income shall consist of:
 - (a) The revenue of the funds held at 30th June 2019 of the Diocesan Stipend Fund and the Diocesan Superannuation Fund of the Financial Scheme 1990.
 - (b) Interest/Dividends on the capital.
 - (c) Such transfers from other Diocesan funds as are authorised by the Diocesan Council.
 - (d) Contributions collected from parishes for the Church of Ireland Clergy Pensions Fund in accordance with the provisions under Chapter XIV of the Constitution.

(e) The income received from Rev J H Smythe Bequest and the Rev Canon J A Stewart Bequest.

3. The income of the fund shall be liable for charges in the order following:

(a) Payment of contributions to the Church of Ireland Clergy Pensions Fund in
a. accordance with Chapter XIV of the Constitution.

(b) Towards stipends and other expenses of Diocesan Curates.

(c) Annual grants as agreed by the Diocesan Council to the Dean of Belfast the Dean of Connor and to any or all of the Archdeacons of Connor, Belfast and Dalriada and the Canon representing the Diocese in St. Patrick's Cathedral, Dublin.

(d) Long Service Annuities awarded under Chapter I(f) of the Diocesan Financial Scheme 1967 will continue to be paid during the lifetime of the recipients.

(e) Payment of duly authorised levies which may be required towards financing of the Episcopacy under the provisions of Chapter VI of the Constitution.

(f) Any balance on the income of the Fund, after the foregoing charges have been met may be applied by the Diocesan Council:

(i) In augmentation of stipends.

(ii) Pastoral aid cases of illness or incapacity, on the recommendation of the Bishop.

(iii) Grants in special circumstances to clergy/retired clergy or their spouses.

(iv) Paying approved fees and expenses of clergy performing sick duty.

(v) Refund of out-of-pocket expenses incurred by lay readers performing duty in cases of illness.

(g) In increasing the capital of the fund.

(h) For any other Diocesan purpose, full particulars of which shall be specially reported to the next Diocesan Synod.

4. The Diocesan Council may request the RCB to make motor loans to serving clergy of the Diocese, and the limit of such loans shall be in accordance with those set down by the RCB and revised by it from time to time as to the amount and term of loans. As the Diocesan Council guarantees the repayment of such loans, loans shall be subject to the following conditions: -

(a) that the monthly repayment shall be made by direct debit to the Diocese.

- (b) that in the event of a member of the clergy in receipt of a motor loan leaving the Diocese or retiring, the motor loan shall be repaid in full within thirty days of the happening of such event.
 - (c) that all regulations contained in the agreement signed with the RCB on obtaining the loan be adhered to.
5. If any parish shall fail to provide the whole or any part of the stipend and expenses allowance due to its incumbent, the incumbent shall be paid from the Diocesan Clergy Fund the stipend and expenses allowance to which the incumbent is entitled.

The parish shall be assessed for such sum, or for such lesser amount as may be determined by the Diocesan Council.

Any arrears of such assessment shall be brought forward each year with interest as provided in subsection 5(b) of the General Regulations of this Financial Scheme.

When such incumbency becomes vacant, the Diocesan Council shall not make the report required by section 13 of Chapter IV of the Constitution until the arrears of assessment have been paid and it is satisfied that adequate provision has been made for the payment of stipend and expenses allowances and the provision of a free residence in the future.

CHAPTER III

DIOCESAN EPISCOPAL FUND

1. The capital shall consist of:
 - (a) capital moneys held by the RCB for the Diocesan Episcopal Fund.
 - (b) capital moneys held by CIT in relation to the Episcopal See Maintenance Fund
2. The interest/dividends on the capital shall be used to defray the cost of the episcopate in the Diocese.

CHAPTER IV

DIOCESAN GENERAL FUND

1. The capital shall consist of:
 - (a) (i) Capital moneys held by the RCB and CIT for the Diocesan Expenses Fund.
(ii) Capital moneys held by the RCB and CIT for the Diocesan General Fund.
 - (b) Any bequests, contributions or donations which may be designated for the capital of the fund or the individual funds named in sub-clauses 1(a)(i) – (ii) above, or which, not being impressed with specific trusts, may be allocated thereto by the Diocesan Council.
 - (c) Any surplus on the revenue account which the Diocesan Council may from time to time add to capital.
2. The revenue shall consist of:
 - (a) The revenue held at 30th June 2019 of the Diocesan Expenses Fund and the Diocesan General Fund.
 - (b) Interest/Dividends on the capital.
 - (c) The Fair Share as determined by the Diocesan Council for each parish in the Diocese.
 - (d) Payment from organisations for the use of the Diocesan facilities and for the services of the Diocesan Staff.
 - (e) Donations made to the Diocese on behalf of any project currently being pursued.
3. The revenue of the Fund shall be liable for the following charges:
 - (a) The proportion for which the Diocese may be liable of Church of Ireland House (or any other property jointly owned with the Diocese of Down & Dromore) expenses incurred jointly with the Diocese of Down and Dromore and payable to the Joint Committee (or its representative).
 - (b) Such other Diocesan expenses as may be required to ensure the good governance and administration of the Diocese.
 - (c) The payment to the General Synod Priorities Fund of such contributions as the Diocesan Council may from time to time determine.

CHAPTER V

DIOCESAN LIBRARY FUND

1. The capital shall consist of:
 - (a) The bequests of the late Rev H.R Taylor and the late Miss M.J McManus, which are held respectively by the RCB and CIT, so far as the said bequests or any part thereof may be allocated to the Diocese by order of any Court, Commissioners, Ministry, or other body or person having jurisdiction to make such an order.
 - (b) Any bequests, contributions or donations which may be designated for the capital of the Fund, or which, not being impressed with specific trusts, may be allocated thereto by the Diocesan Council.
2. Subject to the terms of any special trusts, the income shall be at the disposal of the Diocesan Council for the general purpose of the Library.
3. A statement of the accounts shall be furnished to the RCB each year.

Appendix A

The list of bodies for voting procedures is as follows:

- 1) The General Synod of the Church of Ireland
- 2) The Representative Church Body
- 3) The Diocesan Council
- 4) Honorary Secretaries of Diocesan Council
- 5) The Diocesan Court
- 6) The Committee of Patronage
- 7) Episcopal Electoral Representatives
- 8) The Diocesan Board of Education
- 9) The General Synod Board of Education
- 10) The Complaints Committee

Appendix B			
Parochial Structure of Diocese of Connor			
Archdeaconry		Belfast	
Rural Deanery	North Belfast	Mid Belfast	South Belfast
Parishes	St Katharine	Holy Trinity & St Silas with Immanuel Ardoyne	All Saints
	St Paul & St Barnabas	St Andrew, (Glencairn)	Finaghy & Upper Malone
	St Peter & St James	St Anne's Cathderal	Malone
	Carnmoney	St George	St Aidan & St Mary Magdalene
	Cloughfern	St Mark's (Ballysillan)	St Bartholomew
	Greenisland	St Mary with Holy Redeemer	St Nicholas
	Jordanstown	St Matthew	St Simon & St Philip
	Mallusk	St Michael	St Thomas
	Monkstown	St Stephen & St Luke	
	Mossley	Whiterock	
	Rathcoole		
	Whitehouse & St Ninian, Belfast		
Archdeaconry		Connor	
Rural Deanery	Antrim	Derriaghy	Lisburn
Parishes	Antrim	Derrigby	Ballinderry
	Ballynure & Ballyeaston	Derryvolgie	Ballymacash
	Connor & St Patricks, Antrim	Dunmurry	Broomhedge
	Drummaul, Duneane & Ballyscullion	Glenavy	Eglantine
	Kilbride	Kilmakee	Lisburn Cathedral
	Muckamore, Killead & Gartee	Lambeg	Lisburn Christ Church
	Templepatrick & Donegore	Upper Falls	Lisburn St Paul
			Magheragall
			Stoneyford
Archdeaconry		Dalriada	
Rural Deanery	Ballymena	Carrickfergus	Coleraine
Parishes	Ahoghill & Portglenone	Ardclinis, Tickmacrevan, Layde & Cushendun	Agherton
	Armoy, Loughguile & Drumtullagh	Carrickfergus	Ballintoy & Dunseverick (Rathlin)
	Ballymena & Ballyclug	Kilroot & Templecorran	Ballymoney, Finvoy & Rasharkin
	Craigs, Dunaghy & Killagan	Kilwaughter & Cairncastle with All Saints, Craigy Hill	Ballyrashane & Kildollagh
	Ramoan & Culfeightrin	Larne & Inver, Glynn & Raloo	Ballywillan
	Skerry, Rathcavan & Newtowncrommelin	Whitehead & Islandmagee	Billy & Derrykeighan
		Woodburn	Coleraine
			Dunluce

Appendix C When to Hold a General Easter Vestry		
Date of Easter Sunday	1st date of Easter Vestry	Last Date of Easter Vestry
22-Mar	23-Feb	11-Apr
23-Mar	24-Feb	12-Apr
24-Mar	25-Feb	13-Apr
25-Mar	26-Feb	14-Apr
26-Mar	27-Feb	15-Apr
27-Mar	28-Feb	16-Apr
28-Mar	01-Mar	17-Apr
29-Mar	02-Mar	18-Apr
30-Mar	03-Mar	19-Apr
31-Mar	04-Mar	20-Apr
01-Apr	05-Mar	21-Apr
02-Apr	06-Mar	22-Apr
03-Apr	07-Mar	23-Apr
04-Apr	08-Mar	24-Apr
05-Apr	09-Mar	25-Apr
06-Apr	10-Mar	26-Apr
07-Apr	11-Mar	27-Apr
08-Apr	12-Mar	28-Apr
09-Apr	13-Mar	29-Apr
10-Apr	14-Mar	30-Apr
11-Apr	15-Mar	01-May
12-Apr	16-Mar	02-May
13-Apr	17-Mar	03-May
14-Apr	18-Mar	04-May
15-Apr	19-Mar	05-May
16-Apr	20-Mar	06-May
17-Apr	21-Mar	07-May
18-Apr	22-Mar	08-May
19-Apr	23-Mar	09-May
20-Apr	24-Mar	10-May
21-Apr	25-Mar	11-May
22-Apr	26-Mar	12-May
23-Apr	27-Mar	13-May
24-Apr	28-Mar	14-May
25-Apr	29-Mar	15-May
<u>No Easter Vestry can be held during Holy Week or any sitting of General Synod</u>		

**Appendix D Register of Vestry
Persons Review**

Date of Review Meeting	Opening of Register	Closing of Register	Dates for Announcing			
01-Feb	01-Jan	01-Feb	between	18-Jan	to	31-Jan
02-Feb	02-Jan	02-Feb	between	19-Jan	to	01-Feb
03-Feb	03-Jan	03-Feb	between	20-Jan	to	02-Feb
04-Feb	04-Jan	04-Feb	between	21-Jan	to	03-Feb
05-Feb	05-Jan	05-Feb	between	22-Jan	to	04-Feb
06-Feb	06-Jan	06-Feb	between	23-Jan	to	05-Feb
07-Feb	07-Jan	07-Feb	between	24-Jan	to	06-Feb
08-Feb	08-Jan	08-Feb	between	25-Jan	to	07-Feb
09-Feb	09-Jan	09-Feb	between	26-Jan	to	08-Feb
10-Feb	10-Jan	10-Feb	between	27-Jan	to	09-Feb
11-Feb	11-Jan	11-Feb	between	28-Jan	to	10-Feb
12-Feb	12-Jan	12-Feb	between	29-Jan	to	11-Feb
13-Feb	13-Jan	13-Feb	between	30-Jan	to	12-Feb
14-Feb	14-Jan	14-Feb	between	31-Jan	to	13-Feb
15-Feb	15-Jan	15-Feb	between	01-Feb	to	14-Feb
16-Feb	16-Jan	16-Feb	between	02-Feb	to	15-Feb
17-Feb	17-Jan	17-Feb	between	03-Feb	to	16-Feb
18-Feb	18-Jan	18-Feb	between	04-Feb	to	17-Feb
19-Feb	19-Jan	19-Feb	between	05-Feb	to	18-Feb
20-Feb	20-Jan	20-Feb	between	06-Feb	to	19-Feb
21-Feb	21-Jan	21-Feb	between	07-Feb	to	20-Feb
22-Feb	22-Jan	22-Feb	between	08-Feb	to	21-Feb
23-Feb	23-Jan	23-Feb	between	09-Feb	to	22-Feb
24-Feb	24-Jan	24-Feb	between	10-Feb	to	23-Feb
25-Feb	25-Jan	25-Feb	between	11-Feb	to	24-Feb
26-Feb	26-Jan	26-Feb	between	12-Feb	to	25-Feb
27-Feb	27-Jan	27-Feb	between	13-Feb	to	26-Feb
28-Feb	28-Jan	28-Feb	between	14-Feb	to	27-Feb
29-Feb	29-Jan	29-Feb	between	15-Feb	to	28-Feb

A Subject Access Request (SAR) is one of a series of legal rights, provided under General Data Protection Regulation that enables data subjects (individuals) to get confirmation as to whether or not personal data concerning him or her is being processed and, where it is, access to a copy of the personal data. The data controller (for example, the parish) has an obligation to make this personal data available on request (with a small number of exemptions). The request comes in the form of a Subject Access Request.



The Parish must respond, **in full**, to a Subject Access Request (SAR) within **one calendar month** of receiving it.

Preparing for a Request

Start preparing for a SAR by:

- ☐ Informing those in charge of data protection for the Parish what a SAR is
- ☐ Developing a procedure outlining how the Parish will respond to a SAR when one arrives
- ☐ Developing a SAR request form¹ for applicants to complete. This form should ask the applicant to set out the parameters for their request. Often, the applicant is only looking for specific information collected within a certain time period.
- ☐ Undertaking a data audit of all personal information processed by Parish and on behalf of the Parish. The Parish should know what data is held, where it is held, why it is held, who it is shared with, how long it is kept and when the information is archived or deleted.
- ☐ Archiving or delete personal information that is no longer required
- ☐ Ensuring all remaining personal data is kept safe and secure

Responding to a Request

1. Acknowledge and Verify

A SAR request can be made in writing, verbally, via social media or other interactive platforms. They are all valid requests and must be responded to following the same process.

When a SAR arrives:

- ☐ Contact the data protection representative for the Parish and plan the response
- ☐ Calculate a target response date ²
- ☐ Send an acknowledgement to the individual and ask them to:
 - Complete and return the SAR request form (they are **not** obliged to do this)
 - Provide verification of their identity (The Parish **must be** satisfied of the identity of the individual. Certified copy of a passport or drivers licence or via phone where questions are asked based on information the Parish holds about them).
- ☐ Keep details of the applicant as confidential as possible



The clock is ticking: once the SAR is received, the Parish has one calendar month to respond in full to the request. Even if ID is slow being verified, or the applicant doesn't return the form, the Parish still needs to identify, assess, gather and be ready to respond by the due date.

NEVER share any personal information, regardless of timeframe, if ID is not verified.

¹ There is a template available on the Parish Resource section of the Church of Ireland website

² The controller is legally required to respond to a SAR in full within one calendar month. E.g. 25th April – response due by 25th May. This timeframe can be extended by two months in exceptional circumstances.

2. Identify the personal data held on applicant

The Parish needs to identify all the personal data concerning the applicant. Personal data may be contained in hard documents, emails, text messages, WhatsApp, social media, online information, archives and CCTV (if required). All has to be collated as part of the SAR (unless the parameters of the request have been narrowed by the applicant).

- a) Check computer files, paper files, all social media, phone messages (both employees and volunteers), CCTV footage and any other places where personal information may be held
- b) Contact anyone who might process personal data on behalf of the Parish e.g. Clergy, Treasurer, Administrator, safeguarding panel, Select Vestry, all employees, contractors and volunteers and ensure they identify any personal data that they may hold on the applicant
- c) Liaise with all 3rd party providers to collect any personal data they process on behalf of the Parish e.g. Website Provider; Printer of Newsletter; Auditor
- d) Check archived data
- e) Collate all the personal data identified

Warning – Do not be tempted to delete records belonging to the applicant at this time, even if the Parish should not have them. This is a data breach and there are serious penalties for doing this.

It can be useful to keep in touch with the applicant to help refine the search and ensure their request is adequately met. Check with the individual about how they would like to receive their personal information when it is ready and/or the calendar month has passed. This may be in hard copy, by email, phone or in person. Confirm their ID if you have any doubt.

3. Assess the personal information held and make suitable for disclosure

All personal information about the individual should be collated and assessed by the Parish's data protection representative. Keep this information safe and secure at all times.

An individual is only entitled to **their own** personal data³ and not to personal information relating to other people (unless the information is also about them or they are acting on behalf of someone). Personal data cannot be shared about someone else without their permission. Therefore, some parts of a document, which are liable for disclosure, may have to be blanked out. This can be done by:

Hard copy documents

- Print out the document or, if it is a paper record, make a photocopy
- Using a black marker pen, blank out the exempt information
- Make a photocopy of the blanked out version. This is the copy that will go to the applicant

Electronic documents

- Using the highlighter tool, highlight the exempt information in black
- Save the blanked out version as a separate copy
- Print out the document or scan the document to enable it to be sent electronically.

NB - Ensure the record is actually about the person concerned and not about someone else with the same name. Be careful and check continuously.

³ Note: where personal data includes an expression of opinion about an individual by another person, the individual has the right to a copy of that expression of opinion unless it was given (and there is evidence of this) in confidence.

4. Gather additional information

As part of the response, the Parish also needs to inform the applicant:

- ☐ the purposes of processing (what)
- ☐ the legal basis for processing⁴
- ☐ the categories of personal data concerned (type)
- ☐ the recipients, or categories of recipient, the information has been disclosed to (shared with)
- ☐ the retention period for storing the personal data (how long it will be kept)
- ☐ the existence of their right to request rectification, erasure or restriction or to object to such processing
- ☐ the right to lodge a complaint with a supervisory authority⁵
- ☐ information about the source of the data, where it was not obtained directly from the individual;
- ☐ the safeguards provided if information is transferred to a third country or international organisation

5. Develop your response

Develop the final response for the applicant. This should include copies of all personal data as per request, and answers to the questions in section 4. The response should also include an explanation as to why any information requested cannot be disclosed (if this is the case).

- ☐ Do a final check to confirm everything is in order
- ☐ Ensure no personal information belonging to someone else is being shared
- ☐ Write a cover letter to go with the response. This should be signed by the data protection representative and/or the Clergy.
- ☐ Keep a duplicate copy of all information for the Parish (this is subject to retention guidelines)
- ☐ Send the information to the individual in the way they requested, e.g. via email. If by post, send by secure mail (e.g. register post)

6. Keep a Record

All SARs should be logged and recorded by the Parish. Keep:

- ☐ Copies of the correspondence between the Parish, the applicant, and any other parties.
- ☐ Record that ID was verified
- ☐ A record of any telephone conversations between the Parish and applicant
- ☐ A record of how the decisions were made and by whom
- ☐ Copies of the information sent to the data subject. For example, if the information was anonymised, keep a copy of the anonymised version that was sent to the data subject.

NB - Personal information should not be kept for longer than is absolutely required. Adhere to the Retention Guidelines available on the Parish Resources section of the website. The less personal data processed the less personal data subject to a SAR. The RB library welcomes any historical collections and parish records no longer required in local custody.

Further Resources:

Templates are available from the Parish Resources Section of the Church of Ireland [website](#).

Support is available from the Representative Church Body's Data Protection Officer, Rebekah Fozzard: rebekah.fozzard@rcbdub.org / 01-4125660

⁴ Consent, Legitimate Interest; Public Interest; Vital Interest; Contractual Necessity and Compliance with a Legal Obligation. One lawful basis must always apply.

⁵ This is the Information Commissioner's Office, Northern Ireland OR the Data Protection Commissioner's Office, Ireland.



THE REPRESENTATIVE CHURCH BODY

SUBJECT ACCESS REQUEST FORM

Introduction

Article 15 of the European General Data Protection Regulation (GDPR) grants you the right to obtain confirmation as to whether or not personal data concerning you is being processed, and, where that is the case, access to the personal data. The regulation states that we must provide, free of charge, a copy of the personal data undergoing processing. For further copies requested by you, we may charge a reasonable fee based on administrative costs. The right to obtain a copy of your personal data must not adversely affect the rights and freedoms of others.

Response times

We will endeavour to respond promptly and in any event within one month of the latest of the following:

- Our receipt of your written request
- Our receipt of any further information we may require from you to provide to enable us to comply with your request

The response to your Subject Access Request may be extended for an additional two months when necessary and depending on the complexity of your requests and the number of requests that we are currently processing. In this exceptional circumstance we will contact you within one month of your request and outline any reasons for the delay.

Please complete the form below if you would like to request that we inform you whether personal data about you is held by us. If personal data does exist, we can supply you with a copy of all the personal data we hold about you (unless legal restrictions for doing this). We will inform you of the: type of personal data we hold; provide you with information about any processing of your personal data; where your personal data is located; when it was gathered and if it is shared, who your personal data has been shared with and when we plan to destroy or archive your personal data.

Please note that the information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request but doing so will make it easier for us to process your request quickly.

SECTION 1: Details of the person requesting information

Full Name:	
Address:	
Contact Telephone Number:	
Email Address:	

SECTION 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

☐

YES: I am the data subject. I enclose proof of my identity (see below). (Please go to Section 4)

☐

NO: I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below). (Please go to section 3)

Identification: To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of your proof of identity and proof of address.

1) **Proof of Identity:** Passport or photo driving licence or national identity card or birth certificate.

2) **Proof of Address:** Utility bill or bank statement or credit card statement (no more than 3 months old); current driving licence with address or current TV licence or local authority tax bill or HMRC / Revenue tax document (no more than 1 year old).

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

SECTION 3: Details of the data subject (if different from Section 1)

Full Name:	
Address:	
Contact Telephone Number:	
Email Address:	

SECTION 4: What information are you seeking?

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require and be as thorough and specific as possible.

Please note

- If the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.
- While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right not to provide you with copies of information requested if to do so would take “disproportionate effort”, or in accordance with Article 12 of the GDPR, to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”.
- However we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

SECTION 5: ~~Information about the collection and processing of data~~

If you would like information about how we process or share your data, please tick the boxes below:

- Why we are processing your personal data? ☐
- Who is your personal data shared with? ☐
- Where did we get your personal data? ☐

SECTION 6: Disclosure of CCTV images

If the information you seek is in the form of video images captured by our CCTV security cameras, would you be satisfied with viewing these images?

- YES ☐
- NO ☐

SECTION 7: Declaration

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to the Church of Ireland is true.

I understand that it is necessary for the data controller to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed:

Date:

Please return the completed form to the contact details below.

Please ensure you put Subject Access Request in the Subject Line if you submit this by email.

Contact details:

Postal: Data Controller, xxParish, 43 Bloggs Road, Rathmines, Co Dublin

Email address: dc@xxparish.ie

Phone: 01 - 11234567

Documents which must accompany this application:

- Evidence of your identity (see section 2)
- Evidence of the data subject's identity (if different from above)
- Authorisation from the data subject to act on their behalf (if applicable)

Correcting Information

If after you have received the information you have requested, you believe that:

- The information is inaccurate or out of date; or
- We should no longer be holding that information; or
- We are using your information for a purpose of which you were unaware;
- We may have passed inaccurate information about you to someone

else; Please notify our data controller at the contact details listed above.

Further questions – If you have any questions or queries about this form, please contact the data controller at the contact details listed above.

Appendix F

The Bishop of Connor and The Diocesan Council of the Diocese of Connor

Data Protection Privacy Statement

1. INTRODUCTION

The Bishop of Connor, (the “**Bishop**”) and the Diocesan Council of the Diocese of Connor, (the “**Diocese**”) (their officers, employees and Committees) are committed to the proper processing of data in a manner consonant with the Data Protection Act 2018 which incorporates the General Data Protection Regulation (the “**GDPR**”) (the “**Legislation**”)

Members of the Church of Ireland are mutually bound by consensual contract with each other and to the laws of the Church of Ireland in accordance with the Irish Church Act 1869 (section 20).

2. POLICY

This Data Privacy Policy (the “**Policy**”) has been developed to ensure any persons whose personal data the Diocese may hold feel confident about the privacy and security of personal data and to meet our obligations under the Legislation. Under the Legislation, ‘personal data’ is information that identifies you as an individual or is capable of doing so.

The Bishop and Diocese as a ‘data controller’, must comply with the data protection principles set down in the Legislation and this Policy applies to all personal data collected, processed and stored by the Bishop or Diocese in the course of their activities. The purpose of this Policy is to set out the procedures that are to be followed when dealing with personal data and to outline how the Bishop and the Diocese will collect and manage personal information in accordance with all relevant legislation and standards. The procedures set out herein must always be followed by the Bishop and the Diocese, its employees, agents, contractors, volunteers, office holders or other parties working on behalf of the Bishop and the Diocese.

This policy extends to all personal data whether stored in electronic or paper format. The Bishop has responsibility for the implementation of this Policy. For the Data Retention Policy see paragraph 9 below and for Data Security see paragraph 4 below.

3. WHAT IS DATA PROTECTION

Data Protection is the safeguarding of the privacy rights of individuals in relation to the processing of personal data, in both paper and electronic format. The Legislation sets out strict rules about the way in which personal data and sensitive personal data is collected, accessed, used and disclosed. The Legislation also permits individuals to access their personal data on request, and to have personal data amended if found to be incorrect.

The Legislation establishes seven core principles for compliance which require that the Bishop and the Diocese, as a data controller must:

- ❖ Obtain and process personal data fairly, lawfully and in a transparent manner;
- ❖ Collect the personal data only for one or more specified and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- ❖ Keep the personal data adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

- ❖ Keep the personal data accurate and up-to-date;
- ❖ Retain the personal data no longer than is necessary for the purpose for which the data is processed;
- ❖ Process the data in a manner that is safe and secure;

The Bishop and the Diocese shall be responsible for and be able to demonstrate compliance with the above principles.

4. HOW DOES THE DIOCESE PROTECT PERSONAL INFORMATION ABOUT ME?

The Bishop and the Diocese will take all reasonable steps to ensure that appropriate security measures are in place to protect the confidentiality of both electronic and manual data. Security measures will be reviewed from time to time, having regard to the technology available, the cost and the risk of unauthorised access.

All data is kept securely in designated areas of the Diocesan Office, the Bishop's Office or the secure location in the Bishop's House to which only authorised personnel have access. Computers and relevant computer files are password protected. It should be noted that data is also kept on laptop computers which are transported outside the confines of those offices for facilitating the work of the Diocese. These are always password protected and attended. Only a limited number of authorised personnel have access to this information.

5. DOES THE BISHOP OR THE DIOCESE DISCLOSE INFORMATION ABOUT ME TO ANYONE ELSE?

Personal data may be disclosed internally within the Diocese in accordance with the data protection principles and this Policy. Under no circumstances will personal data be passed to any department or any individual within the Diocese that does not reasonably require access to that personal data with respect to the purpose(s) for which it was collected and is being processed.

No data is disclosed to a third party, other than that required by the central administrative purposes of the Church of Ireland, or when a reference is required from an officer of the Diocesan Council or from the Bishop arising from an activity of the data subject. All other disclosures will be made only with prior permission, or when there is a legal or statutory obligation to do so.

Whenever we disclose information to third parties, we will only disclose that amount of personal information necessary to meet the administrative or legal requirement. Third parties that receive such information from the Bishop or the Diocese must satisfy us as to the measures taken to protect the personal data that such parties may receive.

Appropriate measures will be taken to ensure that all such disclosures or transfers of personal information to third parties will be completed in a secure manner and pursuant to contractual safeguards.

The Bishop or the Diocese may provide information, when legally required to do so and in response to properly made requests, for the prevention and detection of crime, and the apprehension or prosecution of offenders. The Diocese may also provide information for safeguarding national security. In the case of any such disclosure, the Diocese will do so only in accordance with the Legislation.

The Bishop or the Diocese may also provide information when required to do so by law, for example under a court order.

The Bishop or the Diocese may also transfer data to legal counsel where same is necessary for the defence of legal claims.

6. ACCURACY

Every reasonable effort is made to ensure that data is accurate, complete and up-to-date in accordance with the purpose for which it was collected.

As a data subject, you are responsible for ensuring that you inform the Bishop or the Diocese of any changes in your personal details. We endeavour to ensure personal information held by the Bishop or the Diocese is up to date and accurate.

7. WHAT DATA DOES THE BISHOP OR THE DIOCESE HOLD?

The Bishop or the Diocese only holds personal data that is directly relevant to its dealings with a given data subject. That data will be collected, held, and processed in accordance with the data protection principles and with this Policy in a reasonable and lawful manner.

In the case of data subjects, the following data may be processed (but only where relevant in each case):

- ❖ Surname
- ❖ Christian Name(s)
- ❖ Title(s)
- ❖ Date of Birth
- ❖ Address including Postcode
- ❖ Telephone number(s)
- ❖ E mail address(es)
- ❖ Bank account details (to facilitate electronic payments)
- ❖ Where they are relevant to our mission, or where you provide them to us, we may process demographic information such as gender, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants; national insurance numbers, etc.

In the case of workers in the Diocese who work with children or vulnerable adults or in a healthcare setting the following additional information may be kept,

- ❖ Information received, including date and serial number of vetting, from Access NI
- ❖ Record of having attended child and adult safeguarding training

The data we process is likely to constitute sensitive personal data because, as a church, the fact that we process your data at all may be suggestive of your religious beliefs. Where you provide this information, we may also process other categories of sensitive personal data: racial or ethnic origin, sex life, mental and physical health, details of injuries, medication/treatment received, political beliefs, labour union affiliation, genetic data, biometric data, data concerning sexual orientation and criminal records, fines and other similar judicial records.

8. PROCESSING PERSONAL DATA

All personal data collected by the Bishop or the Diocese from you is collected as it is necessary for our legitimate interests, or the legitimate interests of the broader church. The Bishop or the Diocese may also use personal data in meeting certain obligations imposed by law. Data is collected and processed for the internal purposes of the Church, the Bishop, and the Diocese (together with its Committees and delegated structures).

These purposes include (but are not restricted to):

- ❖ The ministry and work of the Bishop or the Diocese within the Church of Ireland and Anglican Communion;
- ❖ Compliance with the requirements of the law of the State and the internal law of the Church of Ireland;
- ❖ Provision of pastoral and spiritual care and to organise and perform ecclesiastical services, such as baptisms, confirmations, weddings and funerals;
- ❖ To notify of changes to our services, events and role holders;
- ❖ To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals and other fundraising activities;
- ❖ To process donations;
- ❖ To pay expenses or make similar payments;
- ❖ The maintenance of accurate records concerning
 - the administration of the Diocese;
 - the financial records of the Diocese and of its several Parishes;
 - the officers and members of Committees of Diocesan organisations;
 - church workers and volunteers who come within the Episcopal supervision of the Bishop;
 - those engaged in hospital ministry;
 - the implementation of *Safeguarding*, including the Access NI process;
 - statistical analysis and strategic review of the work within the Diocese; and
 - Confirmation records.
- ❖ The maintenance of a record of correspondence received and sent by the Diocese or Bishop;
- ❖ The provision of necessary administrative support, training, or other services within the Diocese or by the Bishop;
- ❖ And such other work and ministry enjoined on the Diocesan authorities from time to time by their role or office within the church or arising from statutory obligation or other obligations stemming from the law of The United Kingdom or from the law of the Church of Ireland.

Data is not collected from third parties, except by way of confidential reference in respect of referees at the time of appointment to Diocesan positions or in fulfilment of the *Constitution of the Church of Ireland* or the law generally of the Church of Ireland.

9. HOW LONG DOES THE BISHOP OR THE DIOCESE KEEP PERSONAL INFORMATION?

The period for which the Bishop or the Diocese retains information varies according to the use of that information. In some cases, there are legal requirements to keep data for a minimum period. Unless specific legal requirements dictate otherwise, the Bishop or the Diocese will retain information no longer than is necessary for the purposes for which the data were collected or for which they are further processed.

For example, data of all those who have been confirmed is kept – as a register – indefinitely as such information is frequently sought by the data subject themselves when preparing for ordination or marriage in another church.

Data collected, and relevant retention periods are as follows:

Category of User/Personal Data	Date from which Retention Period Starts	Retention Period	Purpose
Contact details: Names, addresses, email addresses, telephone numbers	The date on which an individual opts out of receiving communications.	Seven (7) years	Protection of the Diocese – period of limitation within which individuals can bring proceedings against the Diocese under contract law, negligence claims, etc. If an individual opts back in, the retention period resets until the next period of inactivity.
Information concerning grant assistance	The date on which the last payment is made.	Seven (7) years	The accountability of the Diocese as a charity or the Bishop as a trustee in the exercise of charitable functions.
Bank account details	The date on which the last payment (of an expense or grant) is made.	Seven (7) years	The accountability of the Diocese as a charity or the Bishop as a trustee in the exercise of charitable functions.
Sensitive personal data collected in the course of pastoral work	The date on which an individual opts out of receiving communications, with the exception of child protection records.	Seven (7) years (with the exception of child protection records)	Membership of the Church of Ireland as a religious organisation, and participation therein, and to vouch for eligibility to hold office, or otherwise, within the Church of Ireland.
Data and records that arise from the Safeguarding of children		Indefinitely	As required by Safeguarding Trust

10. HOW CAN I EXERCISE MY RIGHTS IN RESPECT OF PERSONAL INFORMATION THE BISHOP OR DIOCESE HOLDS ABOUT ME?

The Bishop AND the Diocese shall vindicate all your rights under the Legislation. These rights are as follows:

- ❖ your right to request from the Bishop or the Diocese access to personal data, and to have any incorrect personal data rectified;

- ❖ your right to the restriction of processing concerning you or to object to processing;
- ❖ your right to have personal data erased (where appropriate); and
- ❖ information on the existence of automated decision-making, if any, as well as meaningful information about the logic involved, its significance and its envisaged consequences.

Vindication of your rights shall not affect any rights which the Bishop or the Diocese may have under the Legislation.

If you want to know what personal information the Bishop or the Diocese holds about you or exercise any of the above rights, you can do so by making your specific request in writing to the Diocese at the following address: **Diocese of Connor Diocesan Office, 61-67 Donegall Street, Belfast BT1 2QH.**

The Bishop or the Diocese will confirm your request within **[21]** days of receipt, and process your request within 30 days of receipt, unless there is a significant amount of information at which point we might need to extend the period for a further 2 months. If the information the Bishop or the Diocese holds about you is inaccurate, the Bishop or the Diocese requests that you advise it promptly so that it can make the necessary amendments and confirm that these have been made within 30 days of receipt of your request.

11. HOW CAN I MAKE A COMPLAINT TO THE BISHOP OR THE DIOCESE ABOUT THE USE OF MY PERSONAL DATA?

Complaints on the use, retention and disposal of personal data can be submitted in writing to the Diocese or Bishop (as appropriate) at **Church of Ireland House, 61-67 Donegall Street, Belfast BT1 2QH.**

As a data subject you also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

12. TRANSFERS OF DATA ABROAD

Any electronic personal data transferred to countries or territories outside the EEA will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union.

13. CCTV MONITORING (WHERE RELEVANT)

Closed circuit television cameras are used for the security of property and to protect against damage or theft. Access to the recorded material will be strictly limited to authorised personnel. The Bishop and the Diocese have a relevant policy in place covering CCTV usage.

14. REVIEW

This policy will be reviewed and updated from time to time to consider changes in the law and the experience of the policy in practice.

Appendix G

Diocese of Connor Conflict of Interest Policy

1. This policy applies to Members of the Diocesan Council, it's Committee's and all staff.

Why we have a policy

2. Trustees have a legal obligation to act in the best interests of the Diocese, and in accordance with Constitution of the Church of Ireland and the Diocesan Regulations (2010) and all subsequent amendments, and to avoid situations where there may be a potential conflict of interest. Conflicts of interest may arise where an individual's personal or family interests and/or loyalties conflict with those of the Diocese. Such conflicts may create problems; they can:
 - Inhibit free discussion.
 - Result in decisions or actions that are not in the interests of Diocese.
 - Risk the impression that Council has acted improperly.
3. The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

The declaration of interests

4. Accordingly, we are asking Members of Council and all staff to declare their interests. A declaration of interest form is provided for this purpose, listing the types of interest you should declare. To be effective, the declaration of interests needs to be updated at least annually, and when any material changes occur.
5. If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Finance & Administration Manager or one of the Archdeacons for confidential guidance. Interests will be recorded on the Diocese register of interests, which will be maintained by the Finance & Administration Manager. The register will be accessible by the Bishop, the Archdeacons and the Finance & Administration Manager.

Data protection

6. The information provided will be processed in accordance with data protection principles as set out in the General Data Protection Regulations. Data will be processed only to ensure that Members and all staff act in the best interests of the Diocese and the Church of Ireland. The information provided will not be used for any other purpose.

What to do if you face a conflict of interest

7. If you believe you have a perceived or real conflict of interest, you should:
 - Declare the interest at the earliest opportunity.
 - Withdraw from discussions and decisions relating to the conflict.
8. The Diocesan Staff should take special care to ensure that minutes or other documents relating to the item presenting a conflict are appropriately redacted for the person facing the conflict. A balance needs to be made to ensure that the person still receives sufficient information about the activities of the charity generally without disclosing such sensitive information that could place the individual in an untenable position.
9. There are situations where you may participate in discussions from which you could indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal. This action will be agreed by the chair and noted accordingly.

10. If you fail to declare an interest that is known to the Finance and Administration Manager and/or the Chair of the meeting, the Finance and Administration Manager or the Chair will declare that interest.
11. In the event of the Diocesan Council having to decide upon a question in which a member or member of staff has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested Diocesan Council members may not vote on matters affecting their own interests.
12. All decisions under a conflict of interest will be recorded by Diocesan Staff and reported in the minutes of the meeting. The report will record:
 - The nature and extent of the conflict.
 - An outline of the discussion.
 - The actions taken to manage the conflict.
13. Where a Member benefits from the decision, this will be reported in the annual report and accounts in accordance with the current Charities SORP. All payments or benefits in kind to members will be reported in the charity's accounts and annual report, with amounts for each trustee listed for the year in question. Where a member of staff is connected to a party involved in the supply of a service or product to the Diocese, this information will be fully disclosed in the annual report and accounts.
14. Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

Managing contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory

Appendix H

Diocese of Connor Code of Conduct

This code sets out the relevant standards and commitments expected of trustees and Committee members, of The Diocese of Connor, Church of Ireland.

Preamble

Through our shared Faith in Jesus Christ; we seek to be faithful to God and committed to journeying together.

We are aware of our diversity and while recognising the presence of Christ in each other we seek to understand the fulness of God's revelation for our Diocese.

Witnessing to God's kingdom of justice, peace and reconciliation through word and action, so that our common discipleship is evident in the way we live and work together.

We are courageous in our vision and mission having the strength together to fulfil our commitment to the Diocese.

CODE OF CONDUCT

GENERAL

- I will act within the governing document of the Diocese of Connor and the law, abiding by the policies and procedures of the organisation. This includes having a knowledge of the contents of The Church of Ireland Constitution and the current Diocesan Regulations along with any relevant policies and procedures.
- I will support the objects and mission of the Diocese, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.
- I will be an active trustee, making my skills, experience and knowledge available to the Diocese and seeking to do what additional work I can outside trustee meetings, including sitting on sub-Committees.
- I will respect organisational, council, Committee and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will develop and maintain a sound and up-to-date knowledge of the Diocese of Connor. This will include an understanding of how the Diocese operates and the social, political and economic environments in which it conducts its affairs, along with the nature and extent of its work.
- I will use the Diocesan resources responsibly, and when claiming expenses will do so in line with the Diocesan procedures.
- I will seek to be accountable for my actions as a trustee of the Diocese and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that the Diocese is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

MANAGING INTERESTS

- I will not gain materially or financially from my involvement with the Diocese unless specifically authorised to do so.

- I will act in the best interests of the Diocese as a whole, and not as a representative of any group – considering what is best for the Diocese and its present and future beneficiaries and avoiding bringing the Diocese into disrepute.
- Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest I will ensure that this is managed effectively in line with the Diocesan conflict of interest policy. I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

MEETINGS

- I will attend all appropriate meetings and other appointments of the Diocese of Connor or give apologies. If I cannot regularly attend meetings I will consider whether there are other ways I can engage with the Diocese.
- I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
- I will participate in collective decision making, accept a majority decision of the Diocesan Council and will not act individually unless specifically authorised to do so.

GOVERNANCE

- I will actively contribute towards improving the governance of the Diocese of Connor, participating in sharing ideas for improvement with the Diocesan Council.
- I will help to identify good candidates for trusteeship at the Diocese and, with my fellow trustees, will appoint new trustees in accordance with agreed selection criteria.

RELATIONS WITH OTHERS

- I will endeavour to work considerately and respectfully with all those I encounter at the Diocese of Connor. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of trustees, volunteers and staff of the Diocese are different, and I will seek to understand and respect the difference between these roles.
- Where I also volunteer with the organisation I will maintain the separation of my role as a trustee and as a volunteer.
- I will seek to support and encourage all those I encounter at the Diocesan Office. I recognise my responsibility to support the Chair and the senior office bearers.
- I will not make public comments about the organisation unless authorised to do so. Any public comments I make about the Diocese of Connor will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.

LEAVING THE COUNCIL

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in me being asked to resign from the Diocesan Council.
- Should this happen I will be given the opportunity to be heard. If I am asked to resign from the Diocesan Council I will accept the majority decision of the Diocesan Council in this matter and resign at the earliest opportunity.
- If I wish to cease being a trustee of the Diocese of Connor at any time, I will inform the chair in advance in writing, stating my reasons for leaving.

Appendix I

Diocese of Connor Internet Usage Policy

1. Introduction

- 1.1** The Purpose of this Policy is to define the appropriate uses of the Internet by employees and others. This internet usage policy applies to all employees, agency staff, contractors, volunteers and Committee members undertaking work on behalf of the Joint Committee and who use the Internet in Church of Ireland House. The policy also applies to all staff who are working from home or remotely from the office.
- 1.2** This Policy provides employees and others with rules and guidelines about the appropriate use of equipment, networks and the Internet. In having this policy in place, the employer is attempting to protect both the organisation, the employees and those who have occasion to work in the building. Employees will be aware that accessing certain sites or downloading files is prohibited and that the policy must be adhered to or the employer will take appropriate action.
- 1.3** The employer regards this as a key policy which must be signed by all persons upon starting work with the organisation.
- 1.4** This policy applies to all who have access to computer, smart phones or tablets and the Internet when used in the course of their work. Use of the Internet is permitted and encouraged as such use often supports the goals and objectives of the organisation. However, access to the internet is a privilege and all staff must adhere to the policy concerning computer, email and Internet usage. Any violation of this policy could result in disciplinary and /or legal action leading up to and including termination of employment. Employees and others may also be held personally liable for damages caused by any violations of this policy. All employees are required to acknowledge receipt of this document and confirm that they have understood and agreed to abide by the rules here under.
- 1.5** Internet access will be discontinued upon termination of employment, completion of contract, end of service of non- employee or disciplinary action arising from the violation of this policy.

2. Computer, email and internet usage

- 2.1** All those who have internet access are expected to use it responsibly and productively. Internet access must be largely limited to job related activities only, however some personal usage is acceptable during paid meal breaks. Job related activities include research and other tasks that may be undertaken via the internet that would help the course of an employee's job. All internet data which is composed, transmitted and received by the systems in operation in Church of Ireland House is considered to belong to the Joint Committee and/or the Dioceses and is considered to be part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

3. The equipment, services and technology.

- 3.1** Emails sent in the course of the work via the Joint Committee or Diocesan email systems should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/and images. The installation of inappropriate software such as instant messaging technology is strictly prohibited.

4. Unacceptable use of the Internet

- 4.1** Unacceptable use includes sending or posting discriminatory, harassing, or threatening messages or images perpetuating any form of fraud, and/or software, film or music piracy. In addition, stealing, using or disclosing someone else's password without authorization is prohibited as is downloading, copying or pirating software and electronic files that are copyrighted or without authorisation. The sharing of confidential material or information outside

of the organization and sending or posting information that is defamatory to the organisation, its products/services, colleagues and/ or customers is also prohibited.

4.2 Further restrictions include: -

- introducing malicious software into the organisation's network and/or jeopardising the security of the organisation's electronic communications system;
- sending or posting chain letters or advertisements not related to the organisation's business purposes or activities;
- passing off personal views as representing those of the organization;
- hacking into unauthorised websites; and

5. Responsibility

5.1 It is the employees' responsibility to ensure that they are clear about what constitutes acceptable internet usage. If this is not the case, they should seek clarification and further guidance from their line manager or a responsible person currently working within the organisation. All terms and conditions in this document are applicable to all users of the organisation's network and internet connection. Anyone who violates this policy is subject to disciplinary action deemed appropriate by the organisation.

6. User compliance

6.1 I understand and will abide by the above policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and or appropriate legal action may be taken.