



PTO APPLICATION

PRIVACY NOTICE

This notice explains how the information you supply in your PTO Application Form is used and your rights with respect to that data, as required by the UK GDPR and the Data Protection Act 2018, (the “DPA 2018”)

The data controller is:

NAME: The Rt Revd Dr Martin Warner, Bishop of Chichester

ADDRESS: The Palace, Canon Lane, Chichester, PO19 1PY

This means the bishop decides how your personal data is processed and for what purposes. For further information on the data controller please go to <https://www.chichester.anglican.org/the-bishop-of-chichester/>

The personal data provided by you on The PTO Application Form is used for the following purpose:

- To enable the Bishop to undertake safeguarding checks.
- To enable the Bishop to request an Episcopal Reference and Clergy Current Status Letter (CCSL) where necessary.
- To contact you as part of your ministry in this diocese (including the provision of cover and occasional offices)
- To help the retirement officer of the diocese, provide pastoral and other appropriate support (not applicable when the applicant is not retired).

Lawful basis for processing personal data provided by you, including the fact of your holding office in the Church of England which constitutes special category data:

- Processing in relation to safeguarding checks and requests for Episcopal References is CCSLs is on the basis that it is a legitimate interest of the Bishop as established by the Promoting a Safer Church policy statement 2017 and is necessary to ensure your suitability to undertake ministry
<https://www.churchofengland.org/sites/default/files/201712/PromotingSaferChurchWeb.pdf>
- In so far as the personal data relates to “special categories of personal data” and/or criminal conviction and offence data, this will be processed on the basis that it is necessary for reasons of substantial public interest on the basis of UK law in order to protect members of the public from harm, including dishonesty, malpractice and other seriously improper conduct or for safeguarding purposes, as established by the Practice Guidance: Safer Recruitment 2016 policy: https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf> and is compliant with

the Diocese of Chichester Data Protection Policy <https://www.chichester.anglican.org/data-protection-and-gdpr/>

- Processing for the purposes of contacting you as part of your ministry is a legitimate interest and legitimate activity of the Bishop who has oversight of ministry undertaken in the diocese. The processing is necessary to ensure there are sufficient ordained and lay ministers of the required gifts and qualities who are effectively deployed to enable the Church of England to fulfil its mission, and to support those ministers in their calling, development, ministry and retirement.

Personal data about you provided by 3rd Parties, including special category data:

- The Bishop- Certificate of authorisation (PTO certificate)
- The Designated Responsible Person (Sponsor) – Statement of agreed expectations
- Diocesan Safeguarding Advisor- Partial Exemption for training (if applicable)

Purpose for processing 3rd Party data:

- To maintain a public national register of clergy with PTO.
- To provide the Bishop with details of the ministry undertaken by you under your PTO
- To record any partial exemption from the usual Safeguarding Training requirements due to exceptional circumstances, and what these circumstances are.

Lawful basis for processing 3rd Party data:

- Processing is necessary for reasons of substantial public interest, to enable members of the public to be assured of your authority to undertake ministry.
- Processing is a legitimate interest and legitimate activity of the Bishop who has oversight of ministry undertaken in the diocese.
- Processing of your partial exemption from safeguarding training is on the basis that it is in the legitimate interest of the Bishop and for substantial public interest in ensuring that appropriate safeguarding arrangements have been established, according to the Safeguarding Training and Development Practice Guidance 2017 and is compliant with the Dioceses of Chichester Data Protection Policy <https://www.chichester.anglican.org/data-protection-and-gdpr/>

Sharing your personal data

The personal data provided by you and by the Designated Responsible Person and Diocesan Safeguarding Advisor will be treated as strictly confidential and will be shared only when necessary with institutional bodies that comprise the Church of England for the purposes of administrative functions in connection with your role. If there is a need to share your personal data outside the Church of England, this will be done with your consent, unless required by other lawful obligations.

Data provided by the Bishop will be shared with:

- the diocesan office, for inclusion in the public diocesan directory and
- the Crockford team, so they can include your PTO details in the public national register, and is necessary for reasons of substantial public interest, to enable members of the public to be assured of your authority to minister, as established by the Permission to Officiate Policy *<insert hyperlink>*.

How long will your personal data be held?

In general, we will endeavour to keep data only for as long as we need it and in accordance with the guidance set out in the guide “Save or Delete: the Care of Diocesan Records” which is available from the Church of England website at <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>.

Your rights regarding your personal data

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Bishop holds about you;
- The right to request that the Bishop corrects any personal data if it is found to be inaccurate or out of date;
- The right to request the personal data provided by you is erased where it is no longer necessary for the Bishop to retain such data.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

Complaints or Concerns

To exercise all relevant rights, queries or complaints please contact Howard Cattermole, Chief of Staff to the Bishop of Chichester: howard.cattermole@chichester.anglican.org or 01243 680255

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe, House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Additional Privacy Notice information

Additional information about how the personal data in your Clergy Blue File is managed can be found here: [insert link to Bishop's Clergy Files Privacy Notice]