



## DIOCESE OF PETERBOROUGH

### Data Protection

#### Potential Candidates for Lay Ministry Training Privacy Statement

During the process of discernment of vocation to licensed lay ministry in this diocese a file of correspondence and written material in connection with your application is held in accordance with the *Data Protection Act 2018*. It will be kept in a secure place and the information will be processed under the lawful basis of "Legitimate Interests".

Although the Lay Vocations Officers hold the files, some of the personal data may be shared with others involved in the discernment of vocation process (Lay Training Officer; Director of Vocation and Formation; Lay Training Administrator; Vocations Advisors, Safeguarding Advisers and the Bishops in the Diocese). The data held will be used only for the purposes of the discernment of vocation.

On application to the Data Controller, in this case the Bishop of Peterborough or the Diocesan Secretary, you have the right, by means of a *Subject Access Request* to see what is held on your file.

The file will typically include correspondence with the candidate, notes of interviews, reports, references and "special category data" as defined by the Act (e.g. religious views, details of personal biography) The processing of this satisfies the Article 9 condition "legitimate activities".

If a candidate is not selected for the training, the file will be held for 6 months in accordance with the diocese's document retention policy. After this time, any papers will be shredded or deleted (if held electronically) unless the candidate agrees for them to be retained for an agreed period in order to facilitate a resumption of the discernment process should that be desired.

If a candidate is recommended to train for Lay Ministry, their file will be retained by the Lay Ministry Training Administrator for future reference during training. Subsequent meeting notes, course work and reports will be added to these during training.

Upon licensing as a Lay Minister and/or admission as a Reader, a file containing the application form, development reports, assignment marks with tutor's comments, final recommendation to the Bishop and papers relating to safeguarding will be sent to the Bishop's office. All other material will be shredded or deleted (if held electronically). Files will be audited once a year to ensure compliance this this policy. You can find the full privacy notice here: <https://www.peterborough-diocese.org.uk/main/privacy-policy>

Please sign and return the reply slip at the bottom indicating that you understand these procedures.

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I understand the procedures that have been explained to me concerning Data Protection and the discernment of vocation in the Diocese of Peterborough.

Signed.....

Dated.....



## Privacy Notice - Legitimate Interest Assessment

We have a specific purpose with a defined benefit	To establish a candidates suitability for Lay Ministry training.
The processing is necessary to achieve the defined benefit.	It is the only way to fulfil the assessment and selection process for those indicating they have a calling to ministry.
The purpose is balanced against, and does not override, the interests, rights and freedoms of data subjects.	It is, and there are data security measures in place in mitigation.

For a copy of the full Legitimate Interest Assessment, please contact [sue.ratcliffe@peterborough-diocese.org.uk](mailto:sue.ratcliffe@peterborough-diocese.org.uk)