

**Diocese of Peterborough
Data Protection
Potential Candidates for Ordination training
Privacy Statement**



During the process of discernment of vocation to ordination 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”.

The DDO holds the file and some of the personal data may be shared with others involved in the discernment of vocation process (Vocations Advisers, Assistant Directors of Ordinands, Bishops’ Assessors, 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 sponsored* for the National Discernment Process, 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 *not recommended* to train for ordination following the National Discernment Process, the file will be held for 10 years in accordance with the practice of the National Ministry team. The continuing file will contain the panel report, references, the diocesan reference and papers connected with safeguarding and financial matters relevant to the selection process. Other working documents which have led to these papers will be shredded or deleted (if held electronically).

If a candidate is *recommended* to train for ordination following the National Discernment Process, the file will contain the panel report, references, the diocesan reference and papers connected with safeguarding and financial matters relevant to the selection and training process. Other working documents which have led to these papers will be shredded or deleted (if held electronically). Subsequent meeting notes and college/course reports will be added. If a candidate *does not complete training*, the file including this additional material will be retained for 10 years.

Files will be audited once a year to ensure compliance with 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.

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 Ordinands 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