



# The Church of Scotland

## Faith Nurture Forum IME Programme

### Student Privacy Notice

#### Purpose of this Notice

Faith Nurture Forum is committed to being transparent about how it collects and uses personal data and to meeting its data protection obligations. This Student Privacy Notice outlines how Faith Nurture Forum will use personal information provided to us. Personal information includes any information that identifies you, including your name, address, email address or telephone number.

Faith Nurture Forum recognises the importance of your privacy and personal information and we have therefore outlined below how we use, disclose and protect this information. Faith Nurture Forum is the data controller as defined by the General Data Protection Regulations 2018, because we decide how your data is processed and for what purpose. Contact details for us are provided below.

#### What Information we collect

Faith Nurture Forum only collects and processes information about you in so far as is necessary. This includes:

- your name, address and contact details, including email address, skype ID and telephone number, date of birth and gender;
- your discernment scheme application form, learning covenant, initial course meeting record and assessment conference report;
- date of membership of the Church of Scotland;
- details of your qualifications, skills, experience, volunteering and employment history, including start and end dates, with previous employers, volunteer-involving organisations and with the Faith Nurture Forum;
- your leisure and community interests;
- information about your remuneration (grant or stipend);
- details of your bank account and national insurance number;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record;
- details of placements;
- details of periods of leave from study taken by you, including sickness absence, family leave and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including university transcripts, and training and conferences you have participated in;

- information about medical or health conditions, an occupational health check report including whether or not you have a disability for which the organisation needs to make reasonable adjustments;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

Faith Nurture Forum collects this information in a variety of ways. For example, data is collected through application forms, CV's; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during discernment; from correspondence with you; or through interviews, meetings or other assessments.

Faith Nurture Forum collects personal data about you from third parties, such as references supplied by former employers or volunteer references, and information from criminal records checks permitted by law.,

Data is stored in a range of different places, including in your personal file, in the Faith Nurture Forum student database management systems and in other IT systems (including the organisation's email system).

### **How we use information**

We use the information you give to us:

- to plan the provision of the IME Programme including partnership with academic partners
- to maintain student records;
- to communicate with you regards the IME Programme which includes all aspects of training (e.g. placements, conference planning, supervision, MTNs, reviews, Presbytery links etc.) and other information relevant to your learning/participation such as attendance, progress with academic studies;
- to monitor equal opportunities;
- for safeguarding and promoting the welfare of students;
- to obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law

### **Disclosure of information**

Faith Nurture Forum will only share your personal information where this is necessary for the purposes set out above. Information will not be shared with any third party outside of the Church of Scotland without your consent unless we are obliged or permitted to do so by law.

### **Basis for processing personal information**

Faith Nurture Forum needs to process data to enter into a student agreement with you and to meet its obligations. For example, it needs to process your data to provide you with a student agreement, arrange placements, to provide you with essential communication regards your study and to provide you with financial support.

Faith Nurture Forum processes your information to ensure that it is complying with its legal obligations. e.g. it is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake the role in question.

We also process information where this is necessary for compliance with our legal obligations; where processing is necessary for the purposes of our legitimate interests and such interests are not overridden by your interests or fundamental rights and freedoms; and where you have given consent to the processing of your information for a particular purpose.

### **Storage and security of personal information**

Faith Nurture Forum will strive to ensure that personal information is accurate and held in a secure and confidential environment. We will keep your personal information for; as long as you are a student, we keep some information for the duration of your Ministry with the Church of Scotland; and as long as we are obliged to keep it by law. We may also keep it for statistical purposes but if so we will only use it for that purpose. When the information is no longer needed it will be securely destroyed or permanently rendered anonymous. A copy of our data retention policy is attached to this notice at Appendix 1.

### **Subject Access Request - Getting a copy of your personal information**

You can request details of the personal information which Faith Nurture Forum holds about you. To make a subject access request, the student should send the request to the Church of Scotland Law Department [LAWDEPT@churchofscotland.org.uk](mailto:LAWDEPT@churchofscotland.org.uk), with the Subject "FAO Data Protection Officer"

### **Your Rights - Inaccuracies and Objections**

Faith Nurture Forum through The Church of Scotland has an appointed data protection officer. Their role is to inform and advise Faith Nurture Forum on its data protection obligations. Further requests for further information, should be directed to the Church of Scotland Law Department [LAWDEPT@churchofscotland.org.uk](mailto:LAWDEPT@churchofscotland.org.uk), with the Subject "FAO Data Protection Officer".

If you believe that any information Faith Nurture Forum holds about you is incorrect or incomplete or if you do not wish some or all of your personal information to be held or used by us please let us know. Any information found to be incorrect will be corrected as quickly as possible.

You have the right to object to our use of your personal information, or to ask us to remove or stop using your personal information if there is no need for us to keep it. There may be legal or other reasons why we need to keep or use your data, but please tell us if you believe that we should not be using it.

If we are processing your data on the basis of your explicit consent, you can withdraw your consent at any time.

If you believe that Faith Nurture Forum has not complied with your data protection rights, you can complain to the Information Commissioner. You can contact the ICO via its website at [www.ico.org.uk](http://www.ico.org.uk) or at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

**Appendix 1 – Data Retention Schedule: IME Programme**

<b>CATEGORY</b>			
<b>DISCERNMENT</b>			
<b>Retain</b>	<b>Timescale for Disposal</b>	<b>When</b>	<b>Duration and Records to be kept</b>
All non-accept applicants: Name, date of Local Review or National Assessment Conference, Names of Assessors – to be held electronically on Database (Record Apart)	Not to be disposed of		Duration: Indefinitely
<b>DISCERNMENT INTO TRAINING</b>			
<b>Retain</b>	<b>Into Training File for Candidate (electronic)</b>	<b>When</b>	
Application Form	Yes	After acceptance as Candidate, following handover from Discernment	
Occupational Health Check Report	Yes	As above	
Assessment Conference Report	Yes	As above	
<b>TRAINING FILES (all electronic)</b>	<b>Timescale for Disposal</b>	<b>When</b>	<b>Duration and Records to be kept</b>
Graduate Candidate (free to apply for charges or appointments)	5 years	5 years after Ordination or Appointment  Suggest disposal each August for records at this point.	Records to be kept <u>throughout Ministry</u> : Application Form (which contains data protection permission, Occupational Health Check Report and the final letter from Faith Nurture Forum which confirms that training is complete. These to be archived.
Withdrawal from training, status given up, no concerns	5 years	5 years after Presbytery confirms that the individual is no longer a Candidate.  Suggest disposal each August for records at	Records to be kept for 5 years: Application Form, Occupational Health Check Report and confirmation of withdrawal (Presbytery Extract

		this point.	Minute)
Status removed by Presbytery, or withdrawal from training, with concerns eg misdemeanour, connection with church or state legal processes	10 years	After status removed or withdrawal from training  Suggest disposal each August for records at this point.	Records to be kept for 10 years: Application form, Occupational Health Check Record, Training Task Group letter confirming Presbytery removal of status or confirming that individual has withdrawn from training and Presbytery Extract Minute. Additional documents eg TTG Cases notes decided on an individual basis
Note: spreadsheet to be set up with the names of individuals in each of the three categories above and disposal date, with reminder set. Note: locate whereabouts of paper and electronic records of those in these categories and agree storage location.			
<b>ADMISSIONS</b>			
<b>Category</b>	<b>Timescale for Disposal</b>	<b>When</b>	<b>Duration and Records</b>
All non-accept applicants:	Kept Indefinitely	Indefinitely	Name, date of Admissions Conference, Assessors – to be held electronically on Database (Admissions Record Apart) Contents of Electronic files destroyed
<b>Retain</b>	<b>Duration</b>		<b>Records</b>
Admissions Candidate in Training	Duration of Training		Records to be kept <u>Electronically</u> : Application Form (which contains data protection permission) Health Check, Admissions Conference Report, Refs, Safeguarding

			refs, CV, Ordination Cert, Uni transcripts
Admitted Minister (free to apply for charges or appointments)	Maximum 8 years (possible 3 year deferral + 5 years post ordination/appointment)	5 years after Ordination or Appointment  Suggest disposal each August for records at this point.	Records to be kept <u>Electronically:</u> Application Form (which contains data protection permission) Health Check, Admissions Conference Report, Refs, Safeguarding refs, CV, Ordination Cert, Uni transcripts, Certificate of Eligibility (copy)
<b>All categories: Appeals - paperwork from appeals would be incorporated into the process for the relevant category and not held as separate files</b>			