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| [The Church of England](http://www.churchofengland.org/) | | | | | | | **CONFIDENTIAL** | | |
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| **APPLICATION FORM** | |  | | |  | |  | | |
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| Application for the office of | |  | | | | | | | |
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| **SECTION 1** | |  |  | |  | | |
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| Surname | |  | | | | | |
|  | |  |  | |  | | |
| Christian names | |  | | | | | |
| Previous Forename and Surname(s) | |  | | | | | |
|  | |  |  | |  | | |
| Address | |  | | | | | |
|  | |  |  | |  | | |
| Home telephone number | |  | | | | | |
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| Mobile number | |  | | | | | |
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| E-mail | |  | | | | | |
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| Ordained deacon in the Diocese of | |  | | | In (year) | |  |
|  | |  |  | |  | |  |
| Ordained priest in the Diocese of | |  | | | In (year) | |  |
|  | |  |  | |  | |  |
| ***Lay ministers*** | |  |  | |  | |  |
|  | |  |  | |  | |  |
| First licensed/commissioned in the Diocese of | |  | | | In (year) | |  |
| **SECTION 2 – PRESENT APPOINTMENT**  What is the title of your present office? Please give the date you started and a brief outline of the work. | | | | | | | |
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| **SECTION 3 – FURTHER EDUCATION AND PROFESSIONAL QUALIFICATIONS**  Please give details, with dates, **most recent first**. | | | | | | | |
| **a) Further education (including theological college or course).** Please give qualification obtained with class of degree. | | | | | | | |
| From | | To | | Qualification/experience | | | |
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| **b) Other professional/practical qualifications obtained** (e.g. teaching, social work, further study). | | | | | | | |
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| **SECTION 4 – CAREER AND MINISTRY** Please give details, with dates, with earliest first. Please explain any gaps and give a relevant address for each appointment | | | | | | | |
|  | | | | | | | |
| **a) Career before ordination** – Please include all employment history prior to ordination in this section, including any gaps. Please give a brief indication, with dates, of the nature of the work and responsibilities | | | | | | | |
| From | | To | | Description (nature of work and responsibilities) | | | |
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| **b) Offices held since ordination and any other work done** (full and part-timenot including present appointment) with details of the nature of the work and responsibilities. Please provide in date order, and explain any gaps.  Please list these, with separate entries for offices held concurrently (e.g. rural dean, chaplaincies etc.). Please indicate major parish features (e.g. type of area, team ministry, ecumenical). Please provide a contact address where the post is not parochial or diocesan. | | | | | | | |
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| From | To | | Office and description (nature of work and responsibilities) | | | Contact address if not a parochial or diocesan post | |
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| **c) Responsibilities in the wider Church**  Please indicate tasks undertaken for the wider Church, e.g. synodical responsibilities at any level, diocesan committees and working parties served on, ecumenical involvement, or work for a Church voluntary organisation, and how you contributed to progressing their agendas. | | | | |
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| From | To | Description | | |
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| **d) Continuing ministerial education and development**  Please list training courses attended and development activities undertaken e.g. mentoring (other than IME 1-7) in the last 5 years. Include courses and activities both inside and outside the Church. | | | | |
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| **e) Any publications** | | | |
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| **f) Theological and ecclesiological**  What theological traditions have shaped your ministry and with which do you feel most at ease today? | | | |
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| **SECTION 5 – COMMUNITY AND OTHER INTERESTS**  **a) Responsibilities in the community**  Please indicate your responsibilities in the community, e.g. school governor, political or community service. What did you accomplish? | | | |
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| **b) Other areas of interest**  Please indicate your involvement in special areas of concern, e.g. particular issues in contemporary life, international matters, academic or artistic interests. How have these contributed to your ministry? | | | |
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| **c) Other interests**  Please indicate other recreational interests. | | | |
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| **SECTION 6 – PERSONAL STATEMENT**  Please state your reasons for applying for this office. What you write and how you write it will help those making the appointment build up a picture of you. You will want to outline how you meet each of the elements of the person specification, drawing on gifts, skills, knowledge and experience from your previous career, both before and after ordination, responsibilities held and relevant interests. You will also want to set out your thoughts about how you will take forward some of the challenges and issues set out in the role specification. If the office applied for is in a different church tradition from the one you have come from give examples of how you have worked across traditions. | | | |
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| **SECTION 7 – CONFIDENTIAL**  **This section will be removed by the person administering the application process and will only be made available to the chair of the interview panel and the bishop.**  If you are appointed to the office you will be invited to provide information about you and your family so you can receive appropriate pastoral care.  **References:**  Please give names, occupations and addresses (including e-mail if possible) of three persons to whom reference can be made and the capacity in which they have known you. At least one should be clerical (not the bishop as his reference is sought as a matter of course) and one from a senior lay person – for example a current churchwarden or head teacher of the local school. Referees should have a detailed up-to-date knowledge of your work. Please obtain their permission. If you are a team vicar, priest-in-charge of a daughter church or assistant curate, you should give your team rector’s or incumbent’s name as a reference. | | | | | | | | | |
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| We expect to take up references before the interview unless you have indicated otherwise. An Episcopal reference will always be taken up prior to interview. | | | | | | | | | |
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| Are your papers available from the Clergy Appointments Adviser? | | | | | | | | Yes/No | |
| **Health:**  Please specify any special access requirements you may have in order to attend interview e.g. deaf loop system | | | | | | | | | |
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| Do you have any health related condition that would affect your ability to carry out functions that are intrinsic to the office? (See person specification for details.) | | | | | | | | | |
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| **Marital status:**  Please describe your marital status. You should specify whether you are single, married, or in a civil partnership, separated, divorced, widowed, or formerly in a civil partnership now dissolved. You should also specify whether you are divorced and remarried with a previous spouse who was still living at the time of your marriage, and/or whether you are married to a person who has been previously married whose former spouse was still living at the time of your marriage. | | | | | | | | | |
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| **Ecclesiastical Offices (Age Limits) Measure 1975** | | | | | | | | | |
| With very limited exceptions, appointment to an ecclesiastical office can only be offered to priests over the age of 70 on a fixed or limited term licence. Are you under the age of 70? | | | | | | | Yes/No | | |
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| **UK Border Agency requirements** | | | | | | | | | |
| Are you free to remain and work in the UK with no current immigration restrictions? | | | | | | | Yes/No | | |
| Please note that you will be required to produce documentary evidence of your right to remain and work in the UK if you are invited to interview. | | | | | | |  | | |
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| **Protecting children and vulnerable adults – the Confidential Declaration Form** | | | | | | | | | |
| The Confidential Declaration Form should be completed by all those wishing to work with children and/or adults who are vulnerable. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and/or adults who are vulnerable. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role/position. All forms will be kept securely in compliance with the Data Protection Act 1998.  The Confidential Declaration follows at the end of this application form. | | | | | | | | | |
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| **Promoting racial equality** | | | | | | | | | |
| Are you a member or an active supporter of any political party or other organisation whose constitution, policies, objectives, activities, or public statements are incompatible with the Church of England’s commitment to promoting racial equality? The House of Bishops has made declarations of incompatibility in respect of two organisations, namely the British National Party and the National Front. | | | | | | | | | Yes/No |
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| **Where did you hear of this office?** | | | | | | | | | |
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| **If appointed when would you be available to start?** | | | | | |  | | | |
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| **I certify the information given in this application is true and complete** | | | | | | | | | |
|  | |  |  | | |  |  | | |
| Signature |  | | | | | Date |  | | |
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| It is important that this application form is completed by applicants. A Curriculum Vitae is not an acceptable substitute. If it is completed and submitted electronically a signed copy should also be sent by post. Please use black ink on hard copies of the form.  A confidential reference will also be requested from your diocesan bishop or area bishop in addition to other references. The Data Protection Act of 1998 applies to all references and commendations.  The successful candidate will be required to receive an enhanced disclosure (which will include a check of the barred lists) from the Disclosure and Barring Service.  Travelling expenses and subsistence allowance (in accordance with General Synod regulations) will be allowed to candidates selected for interview.  Please return this form and the attached *confidential declaration form* in Word format by email attachment to *Durham Diocese Human Resources* [human.resources@durham.anglican.org](mailto:human.resources@durham.anglican.org) by the closing date (found in the advert on the website). | | | | | | | | | |

**NOTES FOR APPLICANTS**

Increasingly role descriptions and person specifications are being used in appointments. These help all parties to be clear about what qualities and experience are being sought and on what basis the decision to appoint will be made.

This form helps you to demonstrate your calling to the office, showing how your gifts, skills, experience and qualities match the criteria. It allows those making appointments to demonstrate their discernment of the successful candidate by assessing applicants against selection criteria in a structured way, avoiding bias. In completing the form you should ask yourself “What might I under God be able to bring to the needs of this office?”

You are encouraged to complete the form electronically. This eases administration and allows interviewers to concentrate on the facts you are presenting rather than having first to read your handwriting. Start with the most recent one first when listing dates.

Please complete each section fully. Saying ‘see CV attached’, for example, is not sufficient.

Once you have completed the form read it through and check you have shown how you meet each of the criteria.

Section 6 – Personal Statement allows you to explain why you are applying for the post and, using examples from your previous work and experience, why you are suited to it. Pull together the relevant information from other parts of the form. Don’t forget to include information about things you have done in your career before ministry or relevant interests. Concentrate on facts, things your interests have caused you to do, rather than mentioning a general interest in a particular subject. But don’t be too detailed, 2 pages of personal statement is enough. The interview gives the opportunity to explore these areas further.

If there is a particular requirement about a post holder e.g. a PCC has passed a Resolution under the House of Bishops’ Declaration on the Ministry of Bishops and Priests, and a woman is therefore not an acceptable appointee or someone remarried after divorce and with a former partner still living is not acceptable, the person specification needs to make this clear and if appropriate you need to address it in your personal statement.

Some requirements however are more general and will not be mentioned in the person specification. For example, the Ecclesiastical Offices (Age Limit) Measure 1975 does not allow the appointment of those over 70 unless in a fixed or limited term licensed appointment under regulation 29(1) (b). If you are in any doubt about your eligibility, you should ask those responsible for making the appointment before you complete your application.

Personal information is confined to the confidential part of the form. This means only the person administering the process, the bishop and those who need to see it will have access to it. It means those interviewing you are not influenced by factors that are not relevant in making the appointment.

The bishop may ask you questions about the confidential information at your private interview because he or she has to assure himself or herself that your lifestyle is commensurate with a) priestly ministry and b) the person specification for the post.

If you are appointed, you will be invited to provide information about you and your family so the bishop has the information he or she needs to provide you with pastoral care.

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| **Confidential Declaration Form**  **for roles meeting the criteria for an**  **enhanced Disclosure & Barring Service check**  **Confidential Declaration Form and Privacy Notice Guidance**  This form must be completed by all applicants for roles engaging in regulated activity[[1]](#endnote-1) or roles working/having substantial contact with children and/or vulnerable adults. This includes all Clergy[[2]](#endnote-2), as well as all Church Officers[[3]](#endnote-3) who are applying for a role that has been assessed as requiring an Enhanced Disclosure and Barring Service (DBS) (with/without Barred List) check. The nature of these roles means they are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act (1974 (ROA 1974) by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) (the ROA Order 1975 (as amended)).  All individuals applying to work/volunteer in such roles will be subject to a satisfactory Enhanced DBS (with/without Barred List) check before the appointment is confirmed as well as a satisfactory Enhanced DBS (with/without Barred List) re-check every 3 years.  You are required to disclose **all** unspent convictions and conditional cautions and **all** spent[[4]](#endnote-4) convictions and adult cautions that are not protected[[5]](#endnote-5) (i.e. that are not filtered out) as defined by the ROA Order 1975 (as amended)). The ROA Order 1975 (as amended) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers/voluntary organisations and, if they are disclosed, cannot be taken into account.  A criminal record will not necessarily exclude an individual from consideration for appointment. This will depend on the nature of the role applied for and the circumstances and background of the offences. All information declared on this form will be carefully assessed to decide whether it is relevant to the role applied for and will only be used for the purpose of safeguarding children and/or vulnerable adults. If you answer yes to any question, please provide details, on a separate sheet if necessary, giving the number of the question that you are answering.  If it is later discovered that any statement is false or misleading, then depending on the nature of your engagement, it may lead to disciplinary procedures, where appropriate, and/or dismissal from your post/role. If you are unsure of how to respond to any of the questions, please seek appropriate advice e.g. from the appointing organisation/responsible person/recruiter, an organisation such as NACRO or Unlock[[6]](#endnote-6), or a solicitor.  Registered Bodies and those in receipt of DBS Update Service information must fulfil the DBS Code of Practice requirement to have a written policy on the recruitment of ex-offenders in place[[7]](#endnote-7). Copies of these documents are available on request and the DBS Code of Practice is available from the DBS via [DBS code of practice - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/dbs-code-of-practice)  The accompanying Privacy Notice explains how the information you supply on this form is used and your rights with respect to that data as required by the UK General Data Protection Regulation, (the “UK GDPR”), and the Data Protection Act 2018, (the “DPA 2018”). If applicable, please inform relevant members of your household that you have included their details on this form and give them a copy of the Privacy Notice (it will only be applicable if members of your household have been included in the response to a question on the form, e.g. Qs.6 & 7).  This Confidential Declaration Form and Privacy Notice must be used within the Diocese in Europe, the Channel Islands and Sodor & Man, subject to relevant legislative variations/modifications and/or unless there is specific local legislation in a jurisdiction that would prevent its use in its current format.   |  |  | | --- | --- | | **Section A**  **PERSONAL DETAILS**  **This section must be completed by all applicants.** |  |      |  |  | | --- | --- | | **Title**: |  | |  |  | | **Surname:** |  | |  |  | | **Forename(s):** |  | |  |  | | **D.O.B.:** |  | |  |  | | **Home Address:** |  | |  |  | |  |  | |  |  | | **Telephone No.:** |  | |  |  | | **Role Applied for:** |  | |  |  | | **Role Location:** |  |  |  | | --- | | **Section B**  **Please fully complete all relevant sections.** |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1. | Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? If yes, please provide details: | | | | | | Yes | No | |  |  | | | | | |  | | |  |  | | | | | | | | |  |  | | | | | |  | | | 2. | Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)?  If yes, please provide details: | | | | | | Yes | No | |  |  | | | | | |  | | |  |  | | | | | | | | |  |  | | | | | |  | | | 3. | Are you aware of any criminal/police enquiries/investigations undertaken following allegations made against you which may have a bearing on your suitability for the post? If yes, please provide details: | | | | | | Yes | No | |  |  | | | | | |  | | |  |  | | | | | | | | |  |  | | | | | |  | | | 4. | Are you at present the subject of any criminal/police enquiry/investigation/pending prosecution which may have a bearing on your suitability for the post? If yes, please provide details: | | | | | | Yes | No | |  |  | | | | | |  | | |  |  | | | | | | | | |  |  | | | | | |  | | | 5. | Is your role deemed “home based”, as per the DBS definition[[8]](#endnote-8)? | | | | | | | | |  | Yes  (proceed to Question 6.) | | | | No  (proceed to Question 8.) | | | | |  |  | | | | | |  | | | 6. | If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 and/or any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? If yes, please provide details[[9]](#endnote-9): | | | | | | Yes | No | |  |  | | | | | |  | | |  |  | | | | | | | | |  |  | | | | | |  | | | 7. | If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who is at present the subject of a criminal/police enquiry investigation/pending prosecution? If yes, please provide details: | | | | | | Yes | No | |  |  | | | | | |  | | |  |  | | | | | | | | |  |  | | | | | |  | | | 8. | Have you lived, worked or volunteered outside the United Kingdom for a continuous period of six months or more at any point within the previous 10 years? If yes, please provide details, including the name of the country/countries: | | | | | | Yes | No | |  |  | | | | | |  | | |  |  | | | | | | | | |  |  | | | | | |  | | | 9. | Does your role involve engaging in regulated activity with children[[10]](#endnote-10)? | | | | | | | | |  |  | | | | | |  | | |  | Yes  (proceed to Question 10.) | | | | No  (proceed to Question 11.) | | | | |  |  | | | | | |  | | | 10. | Are you or have you ever been barred from work with children? | | | | | | Yes | No | |  |  | | | | | |  | | | 11. | Does your role involve regulated activity with vulnerable adults[[11]](#endnote-11)? | | | | | | | | |  |  | | | | | |  | | |  | Yes  (proceed to Question 12.) | | | No  (proceed to Question 13.) | | | | | |  |  | | | | | |  | | | 12. | Are you or have you ever been barred from work with vulnerable adults? | | | | | | Yes | No | |  |  | | | | | |  | | | 13. | Are you currently or have you ever been subject to any formal action as a result of an allegation that your conduct has amounted to, resulted in or put a child and/or vulnerable adult at risk of harm[[12]](#endnote-12)? If yes, please provide details: | | | | | | Yes | No | |  |  | | | | | |  | | |  |  | | | | | | | | |  |  | | | | | |  | | | 14. | Are you currently or have you ever been subject to a court order either made against you or in relation to you that you have caused harm to a child and/or vulnerable adult, or that a child and/or vulnerable adult was at risk of harm from you? If yes, please provide details and a copy of the court order: | | | | | | Yes | No | |  |  | | | | | |  | | |  |  | | | | | | | | |  |  | | | | | |  | | | 15. | This question must be answered in relation to circumstances that have arisen from a child/ren being in your care. If you are an adoptive and/or foster parent and the circumstances either relate to the child/ren’s previous situation, or to the removal/placement/child protection or child in need plan, which formed part of the planned management or transition of the child/ren into your care, then you do not need to answer yes to this question. | | | | | | | | |  |  | | | | | |  | | |  | Has a child/ren in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care and/or been made subject to a child protection or child in need plan as a result of a safeguarding concern that has arisen whilst the child/ren has been in your care and/or in relation to your provision of their care? If yes, please provide details: | | | | | | Yes | No | |  |  | | | | | |  | | |  |  | | | | | | | | |  |  | | | | | |  | | | 16. | Is there any other information that may be considered relevant to the questions in this Confidential Declaration Form, and which may have a bearing on your suitability for the post you are applying for, (i.e. working with children and/or vulnerable adults)? If yes, please provide details: | | | | | | Yes | No | |  |  | | | | | |  | | |  |  | | | | | | | | |  |  | | | | | |  | | | **Declaration**  I declare the above information and that on any additional sheets (number attached: \_\_) is true, accurate and complete to the best of my knowledge. After I have been appointed and during my appointment, I agree to inform the responsible person immediately if my answers to any of the above questions change and provide the relevant details. | | | | | | | | | |  |  | | | | | |  | | | Signed: | |  | Date: | | |  | | | |  |  | | | | | |  | | | Consent statement (this statement should only be signed if the answer to Question 8. is Yes)  I consent to my details being transferred outside the UK for the purposes of an overseas criminal records check. | | | | | | | | | |  |  | | | | | |  | | | Signed: | |  | Date: | | |  | | | |  |  | | | | | |  | | | Please return the completed form in a separate, sealed envelope, marked private & confidential to: **Cuthbert House, Stonebridge, Durham, DH1 3RY** or via secure email to: [Human.Resources@durham.anglican.org](mailto:Human.Resources@durham.anglican.org) | | | | | | | | | |

**DATA PRIVACY NOTICE**

**THE DIOCESE OF DURHAM**

**1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the UK General Data Protection Regulation (the GDPR).

**2. Who are we?**

The Durham Diocesan Board of Finance Limited (‘DDBF’) is the data controller. This means it decides how your personal data is processed and for what purposes.

**3. How do we process your personal data?**

The DDBF complies with its obligations under the GDPR by: -

• keeping personal data up to date;

• by storing and destroying it securely;

• by not collecting or retaining excessive amounts of data;

• by protecting personal data from loss, misuse, unauthorised access and disclosure; and

• by ensuring that appropriate technical measures are in place to protect personal data.

**We use your personal data for the following purposes: -**

* To enable us to provide a voluntary service for the benefit of the public within the Diocese of Durham;
* To enable us to meet our legal and statutory obligations
* To carry out comprehensive safeguarding procedures in accordance with best safeguarding practice
* To administer records of: -
* Clergy including those with Permission to Officiate and those in training for ministry
* Licensed, authorised and commissioned lay ministers
* Employees
* Readers
* PCC Officers
* General, Diocesan & Deanery Synod members and those eligible to vote in elections to these synods
* ▪ Bishop’s Council and its committees and sub-groups
* Patrons
* Tenants of diocesan properties
* To fundraise and promote the interests of the Diocese;
* To manage our employees and volunteers;
* To maintain our own accounts and records;
* To inform you of news, events, activities and services running either within the Diocese of Durham or further afield through mailings (by email and/or hard copy).

**4. What is the legal basis for processing your personal data?**

Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such as another organisation in the Church of England). An example of this would be our work to offer support services to clergy, PCCs and parishes. We will always take into account your interests, rights and freedoms.

Some of our processing is necessary for compliance with a legal obligation. For example, data processing will be required in order to meet our obligations as an Employer, and to meet our safeguarding responsibilities to protect children and adults at risk. Other data is processed where necessary for the performance of a contract, for example in relation to employment of staff and to fulfil our duties to office holders.

We will also process your data in order to assist you in fulfilling your role in the church including pastoral and administrative support or if processing is necessary for compliance with a legal obligation.

Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.

In some cases, we may seek consent to process your information; in such cases data will only be processed in line with the consent you have provided and this consent may be withdrawn at any time.

**5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared for purposes connected with the Diocese.

We do not share your personal information with third parties without your consent, unless it is for a legitimate business reason, as required by law or other legal processes, or with a secure contractor who carries out data processing operations on our behalf. We never sell your personal information. Annex 1 sets out those partners with whom we would typically share data.

**6. How long do we keep your personal data?**

Data is retained in line with the Diocesan Data Retention Policy which requires data to be deleted once it is no longer needed.

**7. Your rights and your personal data**

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

* The right to request a copy of your personal data which the Diocese of Durham holds about you;
* The right to request that the Diocese of Durham corrects any personal data if it is found to be inaccurate or out of date;
* The right to request your personal data is erased where it is no longer necessary for the Diocese of Durham to retain such data;
* The right to withdraw your consent, where consent has been required, to the processing at any time;
* The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability) (where applicable);
* 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.

**9. Transfer of Data Abroad**

Any electronic personal data transferred to countries or territories outside the EU 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. Our website is also accessible from overseas so on occasion some personal data may be accessed from overseas.

**10. Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on the diocesan website (www.durhamdiocese.org). This Notice was last updated in January 2025.

**11. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Officer (pastoral@durham.anglican.org) by post at The Diocese of Durham, Cuthbert House, Stonebridge, DURHAM, DH1 3RY.

You have the right to 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.

**Annex 1**

Third parties with whom data may be shared where it is necessary for the performance of their tasks or for them to comply with their legal obligations include: -

* The Bishops of Durham and Jarrow;
* The Archdeacons of Auckland, Durham and Sunderland;
* The Chancellor for the Diocese of Durham;
* The Joint Education Team;
* The office of the Diocesan Registrar;
* The clergy, deanery and PCC officers and role-holders within the Diocese;
* Contractors and agents engaged by the Diocesan Property Team;
* The Diocesan Safeguarding Officer;
* The Diocesan Communications Team and IME2 Director (employed by Newcastle Diocesan Board of Finance);
* Former employers of those applying for roles within the diocese;
* APCS Limited and the Disclosure and Barring Service.

The Diocesan database is managed by the national church and data held within it is shared with: -

▪ The office of the Bishop of Durham;

▪ The Archdeacons of Auckland, Durham and Sunderland;

▪ Clergy, deanery and DCC / PCC officers; and

▪ Role-holders within the Diocese of Durham.

Permissions are granted as appropriate to the role and function of office.

The contact details of petitioners for faculties and/or applicants for faculties on individual

applications will be shared, through the Online Faculty System (OFS) with: -

▪ The Archdeacons of Auckland, Durham and Sunderland;

▪ The Chancellor for the Diocese of Durham;

▪ The office of the Diocesan Registrar; and

▪ Statutory Consultees (The Church Buildings Council, Historic England, national amenity societies and local authorities) to facilitate the consideration of applications for either a Faculty or a Matter not requiring a Faculty under the Faculty Jurisdiction Rules.

Clergy contact details will be provided: -

▪ Periodically to Crockford’s Clerical Directory;

▪ The National Church Institutions;

▪ Contractors and agents engaged by the Diocesan Property Team for the purpose of undertaking works of repair and maintenance of Diocesan clergy housing and the letting of Diocesan properties; and

▪ To the relevant local authority (in respect of Council Tax) and utility companies.

1. [Eligibility guidance for enhanced DBS checks - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/dbs-workforce-guidance) [↑](#endnote-ref-1)
2. Applies to all Church of England ordained and licensed Clergy including Archbishops, Bishops, Archdeacons, Deans, stipendiary parish Clergy, self-supporting Minister / non stipendiary Ministers, Chaplains, locally ordained Clergy, Clergy with ‘permission to officiate’ (PTO), and those seeking ordination training or ordination. [↑](#endnote-ref-2)
3. A Church Officer is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or voluntary. [↑](#endnote-ref-3)
4. Please note that the ‘rehabilitation periods’ (i.e. the amount of time which has to pass before a conviction etc. can become ‘spent’) have been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never ‘spent’. For further guidance in relation to the ‘rehabilitation periods’, please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/> [↑](#endnote-ref-4)
5. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

   Convictions:- You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it did not result in a prison sentence or suspended prison sentence (or detention order) and (c) it does not appear on the DBS’s list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b) and (c) in order to be filtered**.

   Cautions:- You do not have to declare any adult caution where: (a) 6 years have passed since the date of the caution etc. and (b) it does not appear on the DBS’s list of specified offences. As of 28 November 2020, reprimands, warnings and youth cautions, are automatically filtered. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered.**

   Further guidance is provided by the DBS and can be found at <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide> [↑](#endnote-ref-5)
6. <https://www.nacro.org.uk/> <https://unlock.org.uk/> [↑](#endnote-ref-6)
7. [DBS sample policy on the recruitment of ex-offenders - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders) [↑](#endnote-ref-7)
8. [Home-based position definition and guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/dbs-home-based-positions-guide/home-based-position-definition-and-guidance) [↑](#endnote-ref-8)
9. Please inform relevant members of your household that you have included their details on this form (if applicable) and give them a copy of the Privacy Notice. [↑](#endnote-ref-9)
10. [Regulated Activity with Children in England](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739154/Regulated_Activity_with_Children_in_England.pdf)  [↑](#endnote-ref-10)
11. [Regulated Activity with Adults in England](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739152/Regulated_Activity_with_Adults_in_England.pdf) [↑](#endnote-ref-11)
12. ‘harm’ involves ill-treatment of any kind including neglect, physical, emotional, financial or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse. [↑](#endnote-ref-12)