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|  | **DIOCESE OF COVENTRY** Application for the Bishop’s Permission to Officiate |

**PART ONE – Personal details:**

**Your details:**

Full name: ……………………………………………………………………………………………………..

Title: …………………………………………………………………………………………………………….

Address:………………………………………………………………………………………………………...

…………………………………………………………………………………………………………………

Date of birth…………………………

E-mail: ………………………………………………………………………………………………………….

Tel: …………………………………………………….. Mobile: ……………………………………………

**PART TWO – current ministry circumstances:**

Are you retired? Yes/No If yes, what date did you retire? ……………………………

Are you in receipt of a Church of England Pension? Yes/No

Are you currently beneficed, licensed or employed under contract in another diocese? Yes/No

If so, please give details of diocese and post: ………………………………………………..

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Do you currently hold PTO in another diocese or dioceses? Yes/No If so, please give details:

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Please give details of any PTO granted in other dioceses which is not current:

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Please give details of any application for PTO that has been refused, along with the reasons:

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Please provide details of your last parish / post including the diocese:

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**PART THREE – Formal Agreement**

Where are you now worshipping? ……………………………………………………………………

Have you had a conversation with the local incumbent about the sort of help you would be prepared to offer in the parish; if so, please describe?

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Are there any specific areas of ministry with which you would enjoy particular engagement more widely in the Deanery and / or Diocese e.g. Mission; specialist ministry and interests; schools; quiet days; worship; or, at this stage, would you prefer to offer assistance as and when invited?

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Are you able to offer ministry beyond the Parish? Yes/No

If you have indicated that you would like to explore wider engagement in the Deanery and / or the wider Diocese, arrangements will be made for the Area Dean and / or Archdeacon Pastor to contact you to discuss options.

Declarations:

* I acknowledge that, in accordance with Canon C1, I owe canonical obedience to the Bishop of Coventry and his successor in all things lawful and honest.
* I understand that it is my responsibility to inform the Bishop’s office of any changes in my personal details.
* I understand that I must not officiate without the permission of the relevant incumbent or priest in charge.
* I understand that PTO is granted at the discretion of the Bishop and may be withdrawn at any time.
* I understand that PTO will only be granted if I have not been barred from regulated activity with children or vulnerable adults and my DBS certificate has been deemed satisfactory having regard to relevant House of Bishops’ guidance.
* I acknowledge that I am legally required to have due regard to the House of Bishops’ guidance in relation to the safeguarding of children and vulnerable adults and I will accordingly undertake such safeguarding training as the Bishop requires.
* I understand that the Bishop’s letter of authorisation if granted will specify the length of time for which I may exercise PTO and any relevant geographical restrictions, after which I must apply for renewal.
* If my PTO has lapsed for any reason I agree that I will not undertake any forms of ministry until all matters have been resolved.
* Fees and occasional offices:

I understand that statutory fees for funerals and weddings must be paid in full to the relevant PCC who will pass some on to the DBF, and that it is not lawful for me to retain any fee that is payable to the PCC.

All clergy are entitled to claim fees from parishes or from the DBF for additional ministry provided (anything beyond their usual pattern of ministry in their home benefice) subject to certain exclusions. The policy for payments can be found on the Diocesan Website <http://www.dioceseofcoventry.org/fees>

* I understand that, as a clerk in holy orders, I may only use the forms of service authorised by Canon and may not exercise ministry on a freelance basis or take funerals (or accept fees for taking funerals) in a private or unofficial capacity.
* I understand that I will be required to meet with my Designated Person on an annual basis to revise the Agreed Statement of Expectations and Ministerial Return for return to the Bishop.

**Personal Data Declaration:**

I have read and understand the attached privacy notice providing information about how my PTO application will be managed and my rights with respect to the information I provide.

Signed:

Date:

Having discussed this application with (applicants name)...................................................................

I commend this application.

I am willing to be the Designated Person. **Y / N**

Signed ....................................................................

Date...........................................................

Incumbent /Priest-in-Charge/Area Dean

PRINT NAME AND CONTACT DETAILS:

**Privacy Notice for Permission to Officiate (PTO)**

This notice explains how the information about your PTO application is managed and your rights with respect to that data.

**Who is the data controller?**

The Bishop of Coventry is the data controller (contact details below). This means the Bishop decides how your personal data is processed and for what purposes.

**Personal data provided by you 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 Bishop’s Officer(s) provide pastoral and other appropriate support.

**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

<https://www.churchofengland.org/sites/default/files/201712/PromotingSaferChurchWeb.pdf>

and is necessary to ensure your suitability to undertake ministry.

• 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 Coventry Diocesan Board of Finance Data Protection Policy.

• 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:**

a. The Bishop - Letter of Authorisation

b. The Designated Responsible Person - Statement of Agreed Expectations

c. Diocesan Safeguarding Advisor - Partial Exemption for Training

**Purpose for processing 3rd Party data:**

a. To maintain a public national register of clergy with PTO.

b. To provide the Bishop with details of the ministry undertaken by you under your PTO

c. 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:**

a. Processing is necessary for reasons of substantial public interest, to enable members of the public to be assured of your authority to undertake ministry.

b. Processing is a legitimate interest and legitimate activity of the Bishop who has oversight of ministry undertaken in the diocese.

c. 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:

<https://www.churchofengland.org/sites/default/files/2017-12/SafeguardingTrainingAndDevelopmentWeb.pdf> and is compliant with the Coventry Diocesan Board of Finance Data Protection Policy.

**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 diocesan directory and;

• the Crockford’s Clerical Directory 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.

**How long will your personal data be held?**

Your personal data will be kept no longer than reasonably necessary for the periods and purposes

as set out in the attached retention table found here: <https://www.churchofengland.org/sites/default/files/2018-08/Personal%20Files%20Relating%20to%20Clergy%202018%20Edition.pdf>

**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.

**Contact Details:**

To exercise all relevant rights, queries or complaints please contact Christine Camfield at the Bishop’s office on 02476 672244.

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: <http://www.dioceseofcoventry.org/images/document_library/UDR02667.pdf>