**Application for Permission to Officiate**

**Contact Details**

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| --- | --- | --- | --- |
| Name |  | | |
| Address |  | | |
| Contact Phone Number(s) |  | | |
| Email |  | | |
| Date of birth |  | | |
| Are you retired? |  | Are you in receipt of a Church of England Pension? |  |

**Existing and Previous Ministry**

Are you currently beneficed, licensed or employed under contract in another diocese? …………

If so, please give details of diocese and post:

Do you currently hold PTO in another diocese or dioceses? ………………………

If so, please give details:

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

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

**Safeguarding Information**

Date of last DBS check: ………………………………………………………………………

Safeguarding Training undertaken: ………………………………………………………………………………………

Please find below the link for the confidential declaration which needs to be completed and returned together with this application form.

<https://www.churchofengland.org/sites/default/files/2017-11/Church%20of%20England%20confidential%20declaration%20form%20%28Appendix%205%29%20-%20Safer%20Recruitment.docx>

**Ministry Intentions**

How are you hoping to use your PTO?

**Declarations**

I acknowledge that, in accordance with Canon C1, I owe canonical obedience to the Bishop of Sheffield and their successors 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I understand that PTO is granted at the discretion of the Bishop and may be withdrawn at any time.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 fees for funerals and weddings must be paid in full to the relevant DBF and PCC, and that it is not lawful for me to retain any fee that is payable to the DBF and the PCC without the agreement of the DBF and PCC.

*66% of fees are allowed to be retained by retired clergy with PTO.*

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.

**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 …………………………………………………

**Declaration by Incumbent/Priest in Charge/Area Dean**

Having discussed this application with ………………………………………… I commend this application.

Signed ………………………………………………………………….. Date …………………………………………………

Incumbent /Priest-in-Charge/Area Dean

PRINT NAME AND CONTACT DETAILS:

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**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 Rt Revd Dr Pete Wilcox is the data controller (Bishopscroft, Snaithing Lane, Sheffield, S10 3LG – pa@bishopofsheffield.org.uk). This means the Bishop decides how your personal data is processed and for what purposes.

**Personal Data Provided by You:**

PTO Application Form

**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 retirement officer of the relevant diocese, 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

<http://www.sheffield.anglican.org/UserFiles/File/Safeguarding/Safe-Church-Policy-amended-February-2017.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 Diocese of Sheffield’s Data Protection Policy <http://www.sheffield.anglican.org/UserFiles/File/Privacy/1.-Data-Protection-Policy.pdf>

* 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:**

1. The Bishop- Letter of authorisation
2. The Designated Responsible Person – Statement of agreed expectations
3. Diocesan Safeguarding Advisor- Partial Exemption for training

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

1. To maintain a public national register of clergy with PTO.
2. To provide the Bishop with details of the ministry undertaken by you under your PTO.
3. 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:**

1. Processing is necessary for reasons of substantial public interest, to enable members of the public to be assured of your authority to undertake ministry.
2. Processing is a legitimate interest and legitimate activity of the Bishop who has oversight of ministry undertaken in the diocese.
3. 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 Diocese of Sheffield’s Data Protection Policy

<http://www.sheffield.anglican.org/UserFiles/File/Privacy/1.-Data-Protection-Policy.pdf>

**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 public diocesan directory and
* the Crockford 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 <https://www.churchofengland.org/sites/default/files/2018-07/House%20of%20Bishops%20Policy%20on%20PTO%20July%202018.pdf>

**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 retention table found here:

**Retention Schedules – What is Kept and For How Long**

The following agreed common retention periods apply to particular categories of information held in clergy personal files while those files are held under the management of the Bishop.

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| **Record type** | **Retention period** |
| *Relates to paragraph 18*  A note of the reasons for processing sensitive personal data | Length of time the data to which the note is held |
| *Relates to paragraph 21*  Common Application Form | Successful application forms should be held on the file for 20 years from the date of the cleric’s death |
| *Relates to paragraph 22*  Copy of birth certificate (or other appropriate evidence) required under Canon C.6 in relation to a person who is to be made a deacon | 20 years from the date of the cleric’s death |
| *Relates to paragraph 22*  Evidence of immigration status and permission to work in the UK (if the cleric is not a British citizen) | 20 years from the date of the cleric’s death or  Date of cleric becoming British citizen  *(whichever is soonest)* |
| *Relates to paragraph 22*  Copies of qualification certificates | 20 years from the date of the cleric’s death |
| *Relates to paragraph 22*  Cleric’s CV since leaving school | 20 years from the date of the cleric’s death |
| *Relates to paragraph 23*  Copy of faculty under Canon C4.3A | 20 years from the date of the cleric’s death |
| *Relates to paragraph 23*  Report of the Bishop’s Advisory Panel and reports from the cleric’s training institution in the penultimate and final years of training | 20 years from the date of the cleric’s death |
| *Relates to paragraph 24*  Copies of cleric’s letters of orders and (if relevant) permission under the Overseas and Other Clergy (Ordination and Ministry) Measure 1967 | 20 years from the date of the cleric’s death |
| *Relates to paragraph 24*  Copies of any ‘safe to receive’ or  Episcopal Reference and Clergy Current  Status letters (‘CCSL’) | 70 years from the date of the cleric’s death |
| *Relates to paragraph 24*  Application papers – including application form, references, copy licence, deed of institution, Statement of  Particulars (where subject to Common Tenure) | Papers relating to successful applications should be held on the file for 20 years from the date of the cleric’s death |

|  |  |
| --- | --- |
| *Relates to paragraph 25*  A written record of any Ministerial Development Review | 20 years from the date of the cleric’s death |
| *Relates to paragraph 26*  Records of any continuing ministerial education (‘CME’) undertaken | 20 years from the date of the cleric’s death |
| *Relates to paragraphs 28-29*  Criminal Record Check certificate | 6 months from the date of the recruitment decision to which they relate  *Certificates can only be retained for a longer period in exceptional circumstances and where the Disclosure and Barring Service have been consulted* |
| *Relates to paragraphs 28-29*  Record of a cleric’s criminal record check history (the nature of which is noted in paragraph 29) | 70 years from the date of the cleric’s death |
| *Relates to paragraphs 30 and 56* Record of safeguarding allegations and concerns – including details of how these are handled, followed-up, actions taken, decisions reached and eventual outcome | 70 years from the date of the cleric’s death |
| *Relates to paragraph 33*  Evidence of clergy personal file being independently scrutinised under the Past Cases Review Protocol – including a note of any action resulting | 70 years from the date of the cleric’s death |
| *Relates to paragraphs 34 and 56*  Copies of records relating to safeguarding allegations and concerns (this refers to papers being retained in a diocese following the movement of the cleric to another diocese) | 70 years from the date of the cleric’s death |
| *Relates to paragraph 32*  Record of a cleric’s safeguarding training – including the nature of the training, the date of the training and who provided the training | 70 years from the date of the cleric’s death |
| *Relates to paragraph 36-37*  Record of CDM complaints – including copies of the complaint, report on preliminary scrutiny, respondent’s answer, supporting evidence, letter recording bishop’s decision | 70 years from the date of the cleric’s death |
| *Relates to paragraph 35*  A brief summary of an allegation of  misconduct (not resulting in a formal CDM complaint) | 20 years from the date of the cleric’s death |

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| --- | --- |
| *Relates to paragraphs 38-39*  Records of capability inquiries raised under the Capability Procedure – including a record of discussions between a cleric and a member of the bishop’s senior staff, evidence of how health issues have been managed (e.g. copies of occupational health reports, note of adjustments made) | 20 years from the date of the cleric’s death    As noted in the Capability Procedure code of practice – spent warnings should be retained on file in a sealed envelope for as long as the office holder remains in post, but should then be destroyed, unless the next post to which the office holder is appointed is designated as a probationary post, or there are other circumstances which justify retaining them |
| *Relates to paragraph 38*  Record of capability issues (where there is no formal capability inquiry) | 20 years from the date of the cleric’s death |
| *Relates to paragraph 42*  Record of grievances raised under the Grievance Procedure – including details of the grievance, the process followed and the outcome | 20 years from the date of the cleric’s death |
| *Relates to paragraphs 43-44*  Record of significant unresolved financial problems | Keep the record until financial problems have been satisfactorily resolved |
| *Relates to paragraph 61*  Personal files after a cleric’s death | 70 years from the date of the cleric’s death |

**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 Mrs WJ Whitfield, Senior PA to Bishop of Sheffield ([pa@bishopofsheffield.org.uk](mailto:pa@bishopofsheffield.org.uk)).

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.