

**APPLICATION FOR PERMISSION TO OFFICIATE**

***Please complete this from electronically and forward it to your Incumbent/Lead Chaplain, or if in vacancy the Area Dean, for signature. When fully complete please send to the***

***Clergy DBS & Appointments Administrator at*** [***julie.mckeand@cofeguildford.org.uk***](mailto:julie.mckeand@cofeguildford.org.uk)

**Name**Click or tap here to enter text.

**Address**Click or tap here to enter text.

**Contact Telephone Number** Click or tap here to enter text.

**Email**Click or tap here to enter text.

**Date of Birth**Click or tap here to enter text.

**Are you retired? YES  NO**

**Are you in receipt of a Church of England Pension? YES  NO**

**Are you currently beneficed, licensed or employed under contract in another diocese? If so, please give details of diocese and post:**

Click or tap here to enter text. **N/A**

**Do you currently hold PTO in another diocese or dioceses? If so, please give details:**

Click or tap here to enter text. N/A

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

Click or tap here to enter text. N/A

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

Click or tap here to enter text.

**Mandatory Safeguarding Information**

**Date of your last DBS check:**Click or tap here to enter text.

**Safeguarding Training undertaken: Please specify what training has been undertaken and when it was completed.**

Click or tap here to enter text.

**Please complete the Confidential Declaration Form, which has been sent to you in the PTO Pack.**

**Ministry intentions**

**You are not restricted by your PTO (unless this is part of your PTO agreement) and you may function in any part of the diocese at the invitation of the Incumbent/Priest-in-Charge and, during a vacancy, the Churchwardens. The House of Bishops’ requires every PTO to have oversight by an Incumbent or Senior Chaplain, please liaise with them and tell us which church or chaplaincy you have chosen.**

**Church/Chaplaincy Name** Click or tap here to enter text.

**Declarations**

I acknowledge that, in accordance with Canon C1, I owe canonical obedience to the Bishop of Guildford 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 it may not be lawful for me to retain any fee that is payable to the DBF and the PCC without the agreement of the DBF and PCC. The Guildford Diocesan Fees Policy can be found here:

<https://www.cofeguildford.org.uk/resources/parish-officers/parochial-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.

**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.

**The Diocesan Register of Clergy on Call**

The Register is a team of Clergy with Permission to Officiate (PTO), living across the Diocese, who are willing to give locum cover for services during holidays, sickness and emergencies, sabbaticals and vacancies.

Do you give consent for your contact details to be added to The Register:

YES  NO

**Signed: *(Enter your name and signature)*** Click or tap here to enter text.

**Date:**Click or tap here to enter text.

**Declaration by Designated Responsible Person**

**I commend this application.** *(If you DO NOT wish to commend this application, please contact Julie McKeand, Clergy DBS & Appointments Administrator at* [*julie.mckeand@cofeguildford.org.uk*](mailto:julie.mckeand@cofeguildford.org.uk)*)*

Signed by Incumbent /Lead Chaplain/Area Dean

*Please enter your name and signature*  Click or tap here to enter text.

Date Click or tap here to enter text.

**Interview**

***If you are from outside of the Diocese you will be contacted in due course by the Clergy DBS & Appointments Administrator to arrange an Interview.***

***For completion by the Clergy Appointments Team***

Interview Required YES  Date Click or tap here to enter text. NO

Interview with:

**Application Approved**

YES  No

**Approval granted by Bishop Andrew:**

Click or tap here to enter text.

Date: Click or tap here to enter text.



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

The Rt Revd Andrew Watson, Bishop of Guildford, Willow Grange, Woking Road, Guildford GU4 7QS

**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 (*only applicable when the applicant is retired or retiring*).

**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 [insert name of organisation] Data Protection Policy <insert link>.
* 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

**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

**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.

**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 [House of Bishops Policy on Granting Permission to Officiate](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 attached retention table found here: [Personal Files Relating to Clergy June 2021](https://www.churchofengland.org/sites/default/files/2021-08/Personal%20Files%20Relating%20to%20Clergy%202021%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:

The Revd Roland Olliff, Chaplain to the Bishop of Guildford 01483 590500

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: [Bishop's Clergy Files Privacy Notice](https://www.churchofengland.org/sites/default/files/2021-08/Personal%20Files%20Relating%20to%20Clergy%202021%20Edition.pdf)