**SEC Discernment Process: Procedure for Data Protection**

During the process of discernment in the SEC files of written material are kept during your vocational journey and held in accordance with the *General Data Protection Regulations tailored by the Data Protection Act 2018.*

This information is kept securely, and the data is processed under the guidance of the Secretary General of the General Synod.

The PDO holds the completed files in your named folder and information is shared between those involved in the SEC Discernment process: Your Diocesan Bishop, Assistant Director of Ordinands (ADO), Vocational Advisor (VA), Discernment Meeting Members, and Advisory Selection Panel Members. The data held will only be used for the purposes of the discernment of vocation in the SEC and subsequent training or formation for ministry.

All involved in the SEC Discernment process are acting provincially and the data controller is the General Synod of the Scottish Episcopal Church (Scottish charity number SC015962). On formal application to the data controller, you have a right to see data held in your named folder.

Your folder will typically include correspondence, assessment reports, references, and special category data as defined by the Act (e.g., religious beliefs, details of personal biography, health, and any criminal record). The basis of processing of this data is “legitimate interest” and satisfies the GDPR Article 9 condition “legitimate activities”.

If an Enquirer is not sponsored to become a Candidate by a diocesan bishop your folder containing your initial recommendation form and VA assessment report will be held for 5 years in accordance with General Synod practice to facilitate a resumption of the discernment process if that is required. Any other documents collated in the process will be shredded or deleted.

If a Candidate is not sponsored for an Advisory Selection Panel (ASP) your folder containing your initial recommendation form, VA assessment report, Registration Form, and ADO assessment report will be held for 5 years in accordance with General Synod practice to facilitate a resumption of the discernment process if that is required. Any other documents collated in the process will be shredded or deleted.

Following an ASP, whether a Candidate is recommended or not for formation and ordination training, your folder containing your initial recommendation form, VA assessment report, Registration Form, ADO assessment report, Discernment Meeting report and ASP report will be held for 10 years in accordance with General Synod practice to facilitate a resumption of the discernment process if this is required. Any other documents, including Charity Trustee Declaration, Safeguarding Declaration collated in the process will be shredded or deleted. For those who are recommended and commence training and formation subsequent meeting notes with the PDO and or the Principal of SEI may be added.

The General Synod’s general privacy notice is available at: <https://www.scotland.anglican.org/privacy-policy/>

You are given two copies of this information. Please sign both, retain one, and return the other to the PDO.

I understand the procedures for data protection explained in this document and consent to the processing of my personal data for the purposes of discernment of vocation within the SEC and any subsequent training or formation for ministry.

Name:

Signature: Date: