

# Churches' Ministerial Counselling Service

## Data Protection Policy

The Churches' Ministerial Counselling Service ("the Service") is administered within the offices of the Baptist Union of Great Britain, and the Service adopts the Baptist Union Data Protection Policy insofar as it is relevant<sup>i</sup> and with the following supplementary clauses.

S1 With reference to Paragraph 13.2 of the BU Policy, we will establish our own schedule for retention and destruction of records.

S2 With reference to paragraph 15 of the BU Policy, we reaffirm that we will only forward or permit others to forward marketing information (such as notification of events which are not an integral part of CMCS's work) to counsellors who have given their consent during the application process or subsequently. A record of this consent will be kept by the Service Co-ordinator. Consent can be withdrawn at any time by contacting the Service Co-ordinator.

S3 Similarly, we will only forward requests for assistance with academic research to counsellors who have given their consent for this during the application process or subsequently.

S4.1 Counsellors on the CMCS Register are not employees of or in any way contracted to the Service. We have agreed that they are suitable to work with the clients who ask us for a referral, and when we make such a referral we will pass to them the minimum amount of data required for the operation of the Service, normally just the client's name, the denomination or organisation from which they derive their eligibility and the reference number by which they are known in the Service (which can only be linked to their name by the referring Area Co-ordinator). Counsellors are expected to maintain this data securely and destroy it once the counselling is complete and the final payment has been made.

S4.2 We will also provide counsellors who are on our Register with lists of those within the Service with whom they may need to be in touch from time to time. Where such lists are sent electronically they must be kept in storage which is at least password-protected. Where they are on paper (or where documents sent electronically have been printed) they must be kept in a locked cabinet. These lists must be destroyed when the counsellor ceases to be a CMCS registrant.

S4.3 In every other aspect we expect Counsellors to follow the Data Protection Guidelines of their accrediting body/bodies.

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<sup>i</sup> The BU Policy includes a few sections which are not relevant in CMCS's work, such as the processing of data around the accreditation of ministers, for example. However, the vast majority of the policy expresses the commitment to proper data processing which we would want to affirm.

The full wording of the BU Data Protection Policy can be seen here:  
<https://www.baptist.org.uk/Publisher/File.aspx?ID=209489>