

Churches' Ministerial Counselling Service

Privacy Notice – Participants

This Privacy Notice is written for 'participants' in CMCS, i.e. the Area Co-ordinators; the Service Co-ordinator; and all members of the Steering Group, including Consultants. It explains how the other participants will treat data they hold about you. However, it also applies reciprocally: this is how you will treat any data you hold about any of the other participants.

Purpose of this Statement

The Churches' Ministerial Counselling Service (referred to as “we”, “us” or “our”) are committed to protecting and respecting your privacy. It is extremely important to us to keep any personal information we hold secure and confidential.

Laws apply to our use of anyone's personal information and everyone has rights regarding how their personal information is handled.

We have published this statement to tell you:

- What information we collect about you;
- How we store your personal information, and for how long;
- What we use your personal information for; and
- Who (if anyone) we pass it on to, and for what purposes.

What information we may collect and store about you

- We collect contact details (postal address, email address and phone number) for all participants in the Service.
- We collect information about your denominational affiliation, if you are (or might be) appointed as a representative of that denomination.
- When you apply for a role or a change of role, we collect information from your application and any references about your qualifications, experience and achievements; this may include opinions as well as statements of fact.
- We collect bank details which you provide to us.

How we store your personal information, and for how long

- Your contact details (and, if relevant to your role, your denominational affiliation) will be held on the Service Coordinator's computer, which is both encrypted and password protected; and on secure devices used for CMCS-related work by other participants.
- Any application forms and accompanying documents, and internal records derived from the applications, are held in a dedicated drive within the computer system of the Baptist Union of Great Britain, where the Service Co-ordinator is based - this is both encrypted and password protected - and on secure devices used for CMCS-related work by other participants involved in the selection process.
- If your application is successful, this material will be retained until up to three years after you cease to be a 'participant' in CMCS. At the end of this retention period, any remaining material will be deleted. If your application for a role is unsuccessful, all the material related to your application will be deleted within six months.
- Your bank details may be temporarily stored on paper – in a locked cabinet until keyed in and then shredded - but the usual method of storage is on the computer drive of the Baptist Union Finance Department who manage our banking for us. After any prolonged period of dormancy, this information is erased and you will be asked to send it in again if any further payments need to be made to you.

What we use your personal information for

- We will use your contact details to communicate with you concerning the life of CMCS, including notifying you about meetings which you are invited to attend, or questions which have arisen on which your contribution is being sought, or changes in internal processes, procedures, or forms, or details of counsellors on the Register.

- For Consultants, we will also use your contact details to circulate applications received from counsellors who wish to be registered or re-registered with CMCS, and to communicate and circulate issues where important decisions need to be made or where difficulties have arisen during the practice of the Service.
- We will use your bank details to enable electronic BACS transfers to you, of any fees or expenses, honoraria, or day-rate payments, as appropriate, directly into your bank account.

Who (if anyone) we pass it on to and for what purposes

- We publish dedicated CMCS phone numbers and email addresses for Area Co-ordinators on our website so that potential clients can contact them to request counselling.
- We provide the same information about Area Co-ordinators plus their postal addresses to counsellors on the Register, to enable counsellors to send in claims for fees, and obtain assistance with other matters connected with the provision of counselling.
- We provide contact details of Consultants to counsellors, so that they may be in touch directly when necessary, including to request extensions.
- We produce a list of contact details of members of the Steering Group which is only circulated to members of the Steering Group, to enable communication whenever necessary between those responsible for governance of the Service.
- We may give your contact details to the facilitator of a Workshop if you are participating in that Workshop to represent CMCS (e.g. as an Area Co-ordinator or chair or host).
- We may (with your permission) give your contact details to a representative of a denomination/diocese/organisation that is considering joining CMCS, if you are a designated person to deal with this type of enquiry.

Our legal ground for processing your information

Our legal ground for processing your information is that of the Service's legitimate interest – namely that we could not offer the Counselling Service to clients without processing this information.

Data Controller

For the purposes of Data Protection law, the Data Controller is the **Steering Group** of the **Churches' Ministerial Counselling Service**.

Your rights

You have the right to ask us not to process your personal information. However you will need to understand that it will prevent your taking the full part in the life of the Service for which you have been appointed if we are unable to record and process the information you have provided.

You have a number of other rights, including:

- The right to **access** your personal data and to obtain certain information about it
- The right to **rectify** the data if it is inaccurate
- In some circumstances, such as when the data is no longer required or if the use of the data has no legal justification, the right to have the data **erased**
- In limited circumstances, the right to **object** to our handling of the data
- In limited circumstances, the right to **restrict** the handling of our data

You can exercise your rights or obtain more information about them by contacting the CMCS Service Co-ordinator:

Email sc.mincs@gmail.com

Tel. 01235 517706 - *this number is not in use during COVID-19 precautions*

Postal address Mrs Hilary Mason
 CMCS, c/o BUGB
 Baptist House
 PO Box 44
 129 Broadway
 Didcot
 OX11 8RT

If you remain concerned about the way your information is being handled, you have the right to complain to the Information Commissioners Office (ICO) about the way in which we collect and handle your personal data. Complaints to the ICO can be made on the website <https://ico.org.uk/>.

Revised July 2020