



Privacy Notice

Data Protection Act 2018

Assessment Programme Users

We need to hold personal information about you on our computers systems and in paper records to help us provide you with our services.

The executive Director is responsible for the accuracy and safe keeping of the data that we collect in order to facilitate our work with you. Please help to keep your records up to date by informing us of any change of circumstances.

All information about you is held securely, with appropriate policies and procedures in place to safeguard against data loss or data breaches. All staff at the St. Luke's Centre, with access to your data/records, are required to undertake mandatory training that includes an Information Governance (data protection) module.

In some circumstances we may have a statutory or legal obligation to release data to official bodies, for example if a court order is present, or for Safeguarding reasons.

You will be required to give written consent, so that the Centre can share the assessment report letter with named third parties. Confidentiality and permission to release information will be explained at your Orientation meeting, prior to your assessment.

To safeguard your privacy, we will not disclose information over the telephone, fax or email unless we are sure that we are talking to you, or to an individual who you have given consent for us to share your data with.

Why do we collect and use personal information?

The Centre is commissioned by a Diocese or Religious Congregation to facilitate a Candidate or Clinical assessment for prospective seminarians/candidates or clergy/Religious experiencing difficulties in ministry/Religious life.

The information we gather is necessary for us to complete the assessment and provide the commissioning client with an assessment report letter. It is our standard practise to also provide you with a copy of this report letter.

The assessment is either part of a candidate application process, or part of an occupational health type review; thus it has a safeguarding element to it, as well as a psychological and spiritual evaluation, and either an intellectual or neuropsychological screening process.

We use service user data in the following ways:

- to facilitate the assessment programme and produce verbal & written feedback
- to facilitate psychological and spiritual reviews

- to provide appropriate pastoral support when necessary
- to assess the quality of our services
- to comply with the law regarding data sharing
- to support you and the Diocese/Religious Congregation

Categories of information that we collect, hold and share include:

- Personal information (such as name, unique number and contact details)
- Characteristics (such as ethnicity, language, nationality, and country of birth)
- Attendance information (such as sessions attended)
- Family background, emotional, sexual and behavioural development/history
- Relationship history
- Safeguarding review
- Psychological Assessment results
- Interview Notes
- Relevant medical information
- Spiritual & Religious development/commitments

Collecting information

The information you provide to us will be confidential and is provided to enable us to facilitate and complete your assessment with St. Luke's Centre. We will be open and transparent with you throughout the process; keeping you informed about what we do with your information.

The Centre collects this information under its duty as a **public body** and will maintain the information securely and confidentiality. In order to comply with the Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

St. Luke's Centre staff gather personal detailed information from you through questionnaires, interviews, psychometric tests and computer questionnaires. We also gather detailed referral information about you from our commissioning clients (Bishop/Vocations Director/Religious Superior/Novice Director or other officials connected with the assessment process).

This information is used by our staff to complete the Assessment Programme and give verbal feedback and produce a written report letter about you. All information about you is kept confidentially and we will only share this information with others if there is a statutory / legal requirement to do so, or with your written consent. Confidentiality is a fundamental foundation of all the services that SLC offers.

This Privacy Notice has been shared with you in preparation for the assessment so you are fully informed and can decide whether to participate in the assessment. Prior to the assessment we will check that you have read and understood all these details face-to-face. You will also be asked to complete and sign a Release of Information Form so that we can share information about you, including the Report Letter, with named third parties.

Storing information

St. Luke's will store information on several computer and paper-based systems and have set periods for each system for the information to be retained. Should you require further information about which systems or about the retention period, please contact our Executive

Director. This information will be discussed with you at the Orientation Meeting prior to the beginning of the assessment interviews.

In terms of your main casefile, we retain information in line with the National Catholic Church guidelines and those set out by the National Catholic Safeguarding Commission, who recommend that all material is kept until the client reaches the age of 85, given the significant public interest in the role of the church and those in the church. Please be assured that your information will be strictly confidential and will not be released without your consent, unless we have a statutory or legal obligation to do so.

Invoicing for Services

You will be given an SLC number and this anonymous number will be used on invoices so that your confidentiality is maintained.

Sharing Information

As outlined above, there are strict controls on who can see your information. We do not share information about our service users with anyone without consent unless the law and our policies allow/require us to do so.

We share information with:

- The commissioning client for the assessment
- Our information is held on a number of systems that have third party access, we have checked with each supplier to ensure they are compliant with Data Protection Regulations, and that they will not access or use any data without prior and specific permission from you.

Requesting access to your personal data

Under Data Protection Regulations, you have the right to request access to information about you that we hold. To make a request for your personal information, please contact the executive director directly, who will arrange for this to happen within the required time.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Data Protection Officer

As a non-statutory body, there is no legal requirement for the Centre to have a dedicated data protection officer. The executive director will oversee all data protection matters and ensure compliance with the legislation.

St. Luke's Centre is supported by a specialist data protection team at Global Policing who will be called upon, should the matter need specialist support. Global policing has assisted in the production of policy and procedures for the Centre.

If you have a concern about the way we are collecting or using personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>.

I acknowledge that I have read and understood this privacy notice:

Signed:

Print Name:

Date: