

CIGB Workplace Chaplaincy: Data and Privacy - Consent 2018

CIGB Workplace Chaplaincy Birmingham and Solihull takes Data Privacy seriously.

That means that our Chaplains, Staff and Trustees will respect your personal data:

- We will store it securely and will process the minimum data about you that we need in order to support you appropriately in your work; to enable us to work with you in providing a voluntary service as specified in our charitable constitution; and to inform you of relevant news, events, training or services run by CIGB or other similar organisations.
- We do create and maintain anonymised numbers and stories of our work for learning, monitoring, promotion and fundraising, but no personal details are revealed. These anonymous numbers and stories may be shared via our website and social media. In addition, if you explicitly consent below, we may also use your image, name and stories about you in publicity and reports.
- We will only share your data with people outside of CIGB where this is needed to prevent harm to yourself or others (e.g. the Police, Social Services, NHS services, as may be a legal requirement); or if enquirers are making a reasonable enquiry about specific workplace chaplaincy provision – normally this will only happen with your specific permission.
- We will delete/rectify/restrict processing it when you ask us to, unless we need to retain information for safeguarding/legal purposes. You can request us to stop processing your data at any time but there are some circumstances when this will not be possible (i.e. for safeguarding/legal reasons).

Full details of our Data and Privacy Policy are available at www.cigb.org.uk/privacy

In order to process your data legally we need to ask you to complete the consent form overleaf.

By completing this form and sending it to us you are consenting today to CIGB holding and processing your personal data in the ways that you have indicated. You can choose to change these permissions at any time by contacting us.

In the form overleaf, you can grant consent to all the purposes; one of the purposes or none of the purposes.

Where you do not grant consent we will not be able to use your personal data except in limited situations, and this may restrict our ability to work with you.

We may still process your data where required to do so by law or to protect members of the public from serious harm.

Consent from overleaf

I HEREBY CONSENT FOR CIGB:

(Delete or as appropriate)

- To process my data to administer records, organise events, meetings and training so that CIGB can support me my work; and work with me in providing a charitable service as specified in CIGB's charitable constitution
- To inform me of news, events, training, activities or services run by CIGB or other organisations carefully selected by CIGB, by email, telephone or post.
- To create and maintain anonymised numbers and stories of CIGB work for learning, monitoring, promotion and fundraising that may be shared via a website and social media.
- To use my name, and photographs that include me, for publicity and fundraising
- To share my contact details with other chaplains, chaplaincy providers, churches, and in genuine enquiries about developing chaplaincy.

- All of the above

Please complete your contact info below to signify you consent.

Name:

Address:

Email:

Telephone:

Signature:.....

Date:

An Electronic Version of this form is available at <https://www.surveymonkey.co.uk/r/MHW3JZY>