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**Local Ministry Programme: Guildford
South Central Theological Education Institute**

1. **Personal information required for Durham University and VLE for the purposes of enrolment**

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| --- |
| **Durham University award applied for:**V604 BA (Honours) in Theology, Ministry and Mission |
| **Title** |  |
| **Full legal name** *full form with any middle name(s)* |  |
| **Preferred name**  *if not the full form of your first name* |  |
| **Date of birth**  |  |
| **Email** |  |
| **Gender *(please circle)*** | Male Female Other |

**Academic/professional qualifications** awarded or attempted, working towards or pending

If you prefer, you may attach a CV which includes this information – please tick this box if so

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Qualification | Subject | Grade | Awarding body |
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1. **Personal information required by LMP for the purposes of enrolment**

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| --- | --- |
| Address |  |
| Postcode |  |

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| --- | --- | --- |
| Phone number(s): | Home |  |
|  | Mobile |  |
|  | Work |  |

|  |  |
| --- | --- |
| Emergency Contact (& relationship) |  |
| Mobile noHome phone no |  |
| Medical needs we need to know |  |

*Notes*

*We may need to ask for further information to help us assess your application, or to provide evidence in support of what you say (e.g. evidence of academic qualifications). Information you give on this form may be shared with other institutions within the South Central Theological Education Institution (SCTEI) and with Durham University in the course of assessing your application, and during your time undertaking the award.*

*If you have a disability, we are under a duty to make ‘reasonable adjustments’ if these will better enable you to participate in the programme and fulfil its requirements. You do not need to disclose something at this point for that duty to apply, and you will have further opportunities to tell us about your needs once you have a confirmed place on the award. However we clearly cannot discuss what might be possible with you at this point, or begin to make any arrangements for you, unless you give us the information.*

*Since in undertaking this course you will be working in churches, which means you are part of a ‘workforce’ working with children and vulnerable adults, please tell us about any criminal convictions, cautions, reprimands, warnings or bindover orders that have not been filtered in accordance with the DBS filtering rules, whether spent or unspent. This will enable us to undertake a risk assessment to determine whether or not we can accept your application. You are likely to be required to gain an Enhanced DBS Disclosure if you do not already have one for your role in the church. You will be required to undertake Safeguarding training as per the current Diocesan guidelines.*

1. **Other questions**

|  |  |
| --- | --- |
| Do you have any disability or medical condition of which we need to be aware in order to assess your ability to undertake the course for which you are applying, or to communicate effectively with you concerning your application? *If yes, please attach a separate sheet with details*  | YES /NO |
| Do you have evidence of any formal assessment and diagnosis of a specific learning ability? *If yes, please attach a separate sheet with details* | YES /NO |
| Do you have the right to be in the UK for the expected length of your course? *If no, we may need to see evidence confirming your right to be in the UK, e.g. passport or visa* | YES /NO |
| Is English your first language? *We need to establish that your English language ability is sufficient to undertake the award. This may already be apparent from e.g. your previous qualifications. If not, we may need to ask you for further evidence* | YES /NO |
| Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules? (Include both ‘spent’ and ‘unspent’ convictions) *If yes, please attach a separate sheet with details* | YES /NO |
| Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules? *If yes, please attach a separate sheet with details* | YES /NO |

|  |
| --- |
| Is there anything else you would like to tell us at this point? *Please feel free to leave this blank unless there is anything particular which you wish to make sure that we are aware of.* |

|  |
| --- |
| I confirm that the information given on this form is accurate. I understand that my data will be processed by the Guildford Local Ministry Programme, by the South Central TEI and Durham University on the basis of contract for the purposes of enrolment and administration.Signed: Date:*If the form is submitted by email and an electronic signature is not available, a typed name will be accepted.* |

**Covenant for Learning and Consent Form**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Covenant for Learning**

Over the years, LMP staff and students have worked together collaboratively to make the learning experience as good as it can possibly be. One result of this is that we have developed a ‘Covenant for Learning’ which states that we will:

* give our training the commitment it deserves
* respect each other and our differences
* take responsibility for our own learning
* be ready and able to admit to a lack of knowledge or understanding and allow others to do the same
* accept and appreciate the experience of others
* develop the ability to give constructive and critical feedback
* encourage and enable quieter people to speak
* commit ourselves to participate fully and regularly
* endeavour to meet all deadlines
* try not to make assumptions about others
* work together
* listen to one another
* pray for one another
* be prepared to be open to changes
* respect information which is given in confidence when asked to do so

Please sign to indicate your agreement to the above:

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Consent to receive additional information**

We would like to send you occasionally information on events, book reviews and training that we believe will be of interest and benefit to you.  Please select Yes below if you would like to receive this.

Yes

No

Your email address will not be passed on and you can find out more about how we process your data from the Privacy Notice at the end of this document.

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**Photo consent**

Any image (the term “image” within this form refers to both still and video) taken or information you provide will not be used for any other purposes.

May we use your image for the Diocese of Guildford website and social media channels?

Yes

 No

May we share your image for use on Diocese of Guildford parish websites and social media channels?

Yes

No

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**SCTEI Plagiarism & Academic Misconduct Policy**

By ticking/indicating in this box, I am confirming that I have read the SCTEI Plagiarism & Academic Misconduct Policy.  This policy can be found at: <https://scrtp.commonawards.org/mod/folder/view.php?id=179>

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## Guildford Diocesan Board of Finance customer privacy notice

**Local Ministry Programme Guildford Learners**

This privacy notice tells you what to expect us to do with your personal information.

* [Contact details](#contact)
* [What information we collect, use, and why](#collect)
* [Lawful bases and data protection rights](#lawful)
* [Where we get personal information from](#infofrom)
* [How long we keep information](#retention)
* [Who we share information with](#share)
* [How to complain](#complain)

##

## Contact details

### Post

Guildford Diocesan Board of Finance, Church House Guildford, Stag Hill, Guildford, GU2 7UP

### Telephone

tel:01483 790 300

### Email

rachel.bader@cofeguildford.org.uk

## What information we collect, use, and why

We collect or use the following information to **provide services and goods, including delivery**:

* Names and contact details
* Addresses
* Date of birth
* Health information (including dietary requirements, allergies and health conditions)
* Website user information (including user journeys and cookie tracking)
* Photographs or video recordings

We collect or use the following information for **service updates or marketing purposes**:

* Names and contact details
* Records of consent, where appropriate

## Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

* **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [You can read more about this right here](https://ico.org.uk/for-organisations/advice-for-small-organisations/create-your-own-privacy-notice/your-data-protection-rights/#roa).
* **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here](https://ico.org.uk/for-organisations/advice-for-small-organisations/create-your-own-privacy-notice/your-data-protection-rights/#rtr).
* **Your right to erasure** - You have the right to ask us to delete your personal information. [You can read more about this right here](https://ico.org.uk/for-organisations/advice-for-small-organisations/create-your-own-privacy-notice/your-data-protection-rights/#rte).
* **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [You can read more about this right here](https://ico.org.uk/for-organisations/advice-for-small-organisations/create-your-own-privacy-notice/your-data-protection-rights/#rtrop).
* **Your right to object to processing** - You have the right to object to the processing of your personal data. [You can read more about this right here](https://ico.org.uk/for-organisations/advice-for-small-organisations/create-your-own-privacy-notice/your-data-protection-rights/#rto).
* **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [You can read more about this right here](https://ico.org.uk/for-organisations/advice-for-small-organisations/create-your-own-privacy-notice/your-data-protection-rights/#rtdp).
* **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right here](https://ico.org.uk/for-organisations/advice-for-small-organisations/create-your-own-privacy-notice/your-data-protection-rights/#rtwc).

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

### Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to **provide services and goods** are:

* Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

* Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
* Contract – we have to collect or use the information so we can enter into or carry out a contract.

## Where we get personal information from

* Directly from you

## How long we keep information

Your information will be retained for the duration of your time on the Guildford Local Ministry Programme and for five years after the end of your course.

## Who we share information with

Data controller

**South Central Theological Education Institute**

We have a joint controller relationship with South Central Theological Education Institute. We process your personal information with that joint controller for the following reason: The Local Ministry Programme Guildford is forms part of the South Central Theological Education Institute which delivers the Common Awards programme.

### Data processors

**South Central Theological Education Institute**

This data processor does the following activities for us: They process our information as part of their delivery of Common Awards.

**Durham University**

This data processor does the following activities for us: The delivery of Common Awards for those on the Common Awards programme. Durham’s policies in relation to GDPR can be found on the Durham University Common Awards website, under ‘Students’, GDPR information.

**Ministry Division**

This data processor does the following activity for us: They undertake activities relating to the funding of students and the programme.

**Turnitin**

This data processor does the following activity for us: They undertake assessment plagiarism checking and marking.

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## How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we’ve used your data after raising a complaint with us, you can also complain to the ICO.

The ICO’s address:

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: [https://www.ico.org.uk/make-a-complaint](https://ico.org.uk/make-a-complaint/)

## Last updated: February 14 2025