



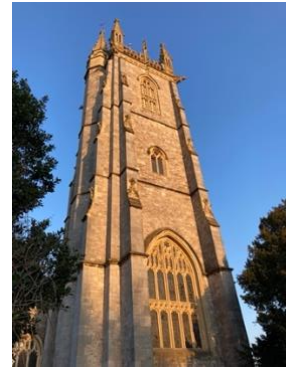
HEAVITREE & ST MARY STEPS

Choir Church Choral Director



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Welcome from the Team Rector Father Ben Rabjohns



Thank you for your interest in the position of our Choir Church Choral Director. This project follows a significant period of rebuilding in our parish following The COVID pandemic and an interregnum. This has included revitalising our ministry to children and young people, with the establishment of a new Sunday School and Messy Church at St Michael's Church.

St Michael's is the largest of three churches in the Benefice of Heavitree and St Mary Steps – two parishes which work together in the central and eastern part of Exeter. The Parish of Heavitree, of which St Michael's is the parish church, covers a large part of the eastern side of the city and has a population of around 25,000 people. A smaller, daughter church – St Lawrence's – is on the eastern edge of the parish. St Mary Steps is a small, medieval church, serving a small parish in the city centre.

St Michael's church is in the Catholic tradition of the Church of England – with rich, liturgical worship and a congregation which appreciates good music as part of the liturgy. We are part of the Diocese of Exeter and receive the episcopal ministry of the Bishop of Oswestry. In the past there has been a good choral tradition here, with a robed choir of children and adults. The Choir Church model seems to be an excellent one for us to use in this next stage of our life together.

We have a long-standing and close relationship with St Michael's Church of England Primary Academy which is where the Choir Church project will be based. Our hope is that Choir Church will be something which enriches the life of the school – both musically and spiritually – and that it will provide significant new contact for us with children and their families. We also hope that Choir Church might help to nurture a renewal of musical life at St Michael's church with the children's choir visiting to sing for special celebrations in church as well as the monthly celebration of the Eucharist at school. If it was of interest to the right candidate, we would like to find further funding for the Choral Director to restore the choral tradition at St Michael's with a choir of children and adults.

This feels like an exciting opportunity in the life of the church community here with the possibility of renewal in our outreach to children and their families, and reinvigoration of our worshipping life as a whole. We are grateful that you are considering joining us in this project.

With thanks for your interest, and the assurance of our prayers for you as you consider this role.

Ben Rabjohns, Rector of Heavitree and St Mary Steps.



The Diocese of Exeter



The Diocese of Exeter's Vision sets three goals: to grow in prayer, make new disciples and serve the people of Devon with joy. Choir Church in Heavitree has been made possible partly through funding from the Diocese's Mission and Growth Fund which has the particular aim of supporting new initiatives to make new disciples amongst children and their families. This is the first Choir Church project in the Diocese of Exeter and we are grateful to them for enabling it to happen. We hope that it can be something which other churches across the Diocese can be inspired by and learn from us as our project grows and becomes established.

'This is an exciting project, one which has my full support and the backing of the Diocesan Mission and Growth fund. We believe that Choir Church will be a blessing to participants, to the church and to the wider community for many years to come.'

Bishop Jackie, Acting Bishop of Exeter,

The See of Oswestry

As well as being part of the Diocese of Exeter we receive episcopal care from the Bishop of Oswestry who ministers to parishes in the western half of the province of Canterbury which cannot accept the priestly or episcopal ministry of women. This is an exciting moment in the life of the See of Oswestry with Bishop Paul having been consecrated on 2nd February 2023 and a renewed focus being given to mission amongst the parishes which he serves. Part of Bishop Paul's charge to the parishes he serves is to be renewed in a confident sense of mission which calls people into the fullness of a catholic, eucharistic life in the Church. Our hope is that Choir Church will be a significant part of our desire to respond to this call in the parishes here.



St Michael's Church of England Primary Academy

St Michael's is a larger than average Primary School, with 420 children, in the heart of the city of Exeter and is generally oversubscribed. The school catchment serves the County hospital sites and the University of Exeter. The community the school serves is, as a result, increasingly diverse.



Being predominantly full with a yearly admission of 60 to our reception classes. The school is organised with 2 classes per year group from Reception to Year 6. As there is no pre-school/nursery provision and the school receives children from approximately 20 Early Years settings. St Michael's is one of the larger schools in St Christopher's MAT, a diocesan Trust. The Headteacher, Karen Leach, was appointed in March 2023.

The school has a long-established musical tradition and offers not only statutory music teaching, but also extra-curricular opportunities and peripatetic music lessons in a wide range of instruments. Daily worship always involves singing and parents are invited weekly to 'Singing Praise'.

Our vision for our school was updated in 2023, and is based on the Parable of the Sower, in order to further encapsulate all that we hope for our children and our community. It is supported by our Christian values and together these provide a foundation of Christian expectation which can be witnessed through all we do.

The parable talks of how the good news of God is offered freely to everyone and that different people respond to it in different ways. In the same way, as a school, our Christian foundation permeates through all we do in an inclusive and invitational way. We recognise that our school family bring with them their own beliefs and worldviews which will shape their response.

Whilst the parable isn't specifically about learning in the 21st Century, much of it describes who we are and how we want to best serve the needs of our community. It has been said that theology is like a band of jazz musicians improvising with the Gospel and so we have felt able to improvise with the parable to link to our context.

In the parable, the seed that fell on good soil had **deep roots** and therefore **bore fruit**. Each of us should be a blessing to each other, creation, and the wider world. We want St Michael's to be the good soil where we enable children to flourish and lay **deep roots**. As a school, we encourage children to take agency and be courageous advocates with a passion for social justice. Each of us, at different times of our lives, experience the various types of ground and the fruit we bear depends on our circumstances.

As a school, we prioritise offering a rich and accessible curriculum for every child, working hard to cater for those with specific additional needs of any kind. Our collective worship is inclusive, invitational, and inspiring. Our curriculum is broad and balanced and aims **to enrich lives every day**. Woven through this and our wider offer are opportunities for spiritual development. We define this as developing relational awareness - with ourselves, others, the world, the transcendent, and God.

Some of the seeds fell on land that was less fruitful: stony, thorny and difficult, lacking depth to take root and obstacles that hinder growth. As a school, we recognise that many children may face significant challenges, both short and long-term, and we work alongside them and their families to find the best ways to help these children thrive and grow in every season of their lives, recognising their worth and God-given talents.

We are committed to supporting the flourishing of every child in our school, whatever challenges or difficulties they face. We do this through our Christian values - Excellence, Nurture, Respect, Integrity, Compassion and Hope - which shape our learning and enable the fruit of the Spirit to be sustained. As a school, we work with our families and wider partners to support each other to access support and develop strategies that can enable children to flourish.

Karen Leach, Headteacher

Choir Church

Our vision is to show and tell the good news of Jesus Christ by

- deepening our life of prayer through active discipleship, grounded in the sacraments
- growing and planting congregations, in which new people encounter Jesus
- organising for justice: being a church which is of and for the poorest

What is Choir Church?

Choir Church supports children and their families in growing their faith.

Choir Church is a model for planting new local congregations, built around children's choirs in schools, led in partnership with local churches. Children receive high-quality singing tuition in their classes as part of their school day, have access to an after-school choir club, and meet at least monthly for a Eucharist in school, to which parents, teachers, and the wider community are invited to join together in worship.

Choir Church has four elements:

- **Local school** Choir Church builds a new congregation around a children's choir based in a school
- **Eucharist** A children's choir sings in a Eucharist which is open to all – parents, teachers, and neighbours, including a 'planting team' of existing worshippers
- **Musical excellence** Children learn a wide range of liturgical music, grounded in the Anglican choral tradition, equipping them musically for worship and life
- **Social justice** The congregation is built and developed using the practices of community organising, so it can work with its neighbours to act on Jesus' command to challenge injustice

Choir Church is being established in Heavitree thanks to generous funding from the Diocese of Exeter's Mission and Growth Fund, and from the Trustees of the Fellowship of St John the Evangelist. This generous funding has enabled us to commit to Choir Church for an initial period of three years with the hope that, during that time, the project will work towards becoming self-funding. Choir Church is a partnership between a parish school, and church with support offered by the Choir Church Foundation.

More information on Choir Church can be found on www.choirchurch.com.

“Music is a powerful evangelistic tool for the church, and generations of families have come to faith through their children singing in choirs. Choir Church is bold about putting singing, sacrament and justice at the heart of turning hearts and minds to Jesus.”

Tom Daggett Choir Church Foundation

Job Description

Choir Church Choral Director

We are looking to recruit a faithful and experienced choir and singing trainer to join the Choir Church team. The Choral Director will embed excellent choral singing in the school and work with the Rector and Head Teacher to prepare the choir to lead monthly acts of worship as part of a new congregation.

Start date: January 2024

Working day: 1 day per week.

Working commitment: Weekly classroom singing with each year group, after-school choir rehearsing weekly, meeting at least monthly for worship; team meetings and administration.
Total commitment between 44 days per year

Salary: £7,000 PA. Payable by monthly invoice as a self-employed musician.

Line Management: The Rector

Safer Recruitment: Enhanced DBS (Child workforce)

Deadline: 27 November 2023

Interview: 6 December 2023

Job Overview

The Choral Director will work with the Parish Priest and Head Teacher to plant a new local congregation using the Choir Church model, and as part of the Choir Church learning community. The Choral Director will teach music designed to share the Christian faith, and they will nurture relationships with children and their families.

We are looking for someone who can:

- Visit St Michael's School to lead weekly timetabled choral singing sessions
- Direct the after-school choir at St Michael's School, which will rehearse weekly and participate in (at least) monthly midweek school-based Eucharistic worship
- Follow a curriculum, and select appropriate repertoire for musical worship
- Develop good relationships with children, parents, teachers and the wider community
- Encourage school teachers in their own leadership of singing
- Encourage children and their families in their journey of faith
- Support the Christian ethos our school
- Help to share the Gospel of Jesus Christ

We are looking for an experienced choral leader who can deliver high-quality singing for different year groups, as well as launch and lead an after-school choir, which will be led collaboratively with the Parish Priest and a planting community, including parent volunteers. The function of the choir will be to provide music for monthly acts of worship in school, as well as pursue enrichment and performance opportunities further afield, and to connect with other community groups.

The weekly after-school choir will include 45 minutes of rehearsal, some interactive teaching to prepare children for worship, and games and refreshments. We are looking for someone who can balance high musical standards with fun and informality, in order to create a culture of 'happy excellence'.

Responsibilities

Musical Leadership

- 30 minutes of classroom singing per week for Years 1-6
- Plan the monthly midweek Eucharist services using the music and themes for worship
- Recruit for and lead an after-school choir
- Lead the music in a monthly act of worship in school, and 3 Sunday mornings per academic year (agreed a term in advance)

In order to achieve this, you will have the following support:

- Strong working relationship and connections between the school and church.
- The Rector, a teacher, and volunteers to support the children's learning in the after-school choir, who are part of a planting community
- Musical resources, support and supervision from the Choir Church Foundation
- Ability to connect with other musicians who are leading Choir Church in different parts of the country, sharing ideas for repertoire and approaches

Planning and Delivery

- Set appropriate and demanding expectations for children's learning
- Take account of children's needs by providing structured learning opportunities
- Plan opportunities to contribute to children's musical knowledge and to their personal, spiritual, moral, social and cultural development
- Connect with the wider community and parents, in collaboration with the Rector and Head Teacher
- Prepare with the Parish Priest the PPT for the mid-week Eucharist services

Teaching and Class Management

- Establish and maintain a safe environment which supports learning and in which children feel secure and confident
- Set high expectations for children's behaviour, establishing and maintaining a good standard of discipline through well-focussed teaching and positive relationships
- Provide clear structures for lessons, maintaining pace, motivation and challenge
- Use a variety of teaching methods to:
 - Structure information well, outlining content and aims and summarising key points as the lesson progresses
 - Instruct, demonstrate and give accurate, well-paced explanations
 - Use effective questioning, listen carefully to children and pay attention to errors and misconceptions
- Match the teaching approach to the content and the children's needs

Professional Requirements, Standards & Quality Assurance

- Excellent knowledge of singing technique (essential)
- Commitment to children's musical, social and spiritual development (essential)
- Heart to share the Gospel and work in a mission and evangelism project.
- Proven track record in leading children's singing to a high level
- Good knowledge of the choral tradition, spanning classical to school repertoire
- Excellent keyboard skills (desirable)
- Able to support the ethos of the school
- Understand best safeguarding practice
- Be proactive in matters relating to health and safety.
- Build effective and professional working relationships with children, staff, parents and visitors.
- Collaborate closely with colleagues in planning for curriculum delivery and worship
- Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
- At all times act in a professional and appropriate manner and actively promote the ethos of both the parish and St Michael's School. To undertake such other reasonable duties as may be required by the Rector.

Terms and Conditions

- The Choral Director will be self-employed
- Working days include a combination of time in school, pre-agreed Sundays and training at the cathedral
- This initiative is running for an initial 3 years, and there is opportunity for you to stay with the project for all or part of this time.

It is a genuine occupational requirement that the post holder should be a Christian

Application Process, Deadline and Interview

1. Complete and return the application form and declaration form below.
2. Submit a short performance video clip to support your application
3. Interviews will be held at St Michael's School on Wednesday 6 December 2023
4. Candidates will be asked to lead a 20- minute singing session in a key-stage 2 class, to include warm-ups (around 4-5 minutes), and the teaching of a short piece of music

Please submit a cover letter, this application form, and the Church of England confidential declaration form to Fr Ben Rabjohns: heavitreeparish@outlook.com

APPLICATION FORM

CONFIDENTIAL		Please complete in black ink	
Position applied for:		Please state where you saw the advertisement:	
Surname (Block Capitals)		Other names in full	
Home Address		Office Address	
Telephone		Telephone	
Membership of professional bodies			
Secondary and Further Education			
School/College	From	To	Details of subjects and examination results
Present and previous appointments			
Starting with your present appointment, please list what you have done in the course of your career, starting with the most recent			
From	To	Name and address of employer	Position held and brief description of responsibilities
Describe your work in terms of your responsibilities, and explain how your experience prepares you for this role			
What period of notice would you be required to give to your present employer?			
Leisure interests, hobbies, etc.			

Have you ever been convicted of a criminal offence or been given an official caution?

If yes, please provide full details, including date of conviction/caution, court, nature of offence and sentence imposed.

If appointed, do you give your consent to the information supplied above being verified by the police?
Failure to consent may prevent your application from being considered further.

Names and addresses of three persons, to whom reference can be made

Name	Name
Address	Address
Occupation	Occupation
Email	Email
Name	
Address	
Occupation	
Email	

I declare that the information given on this form is to the best of my knowledge correct and complete.

Date Signature

Church of England Confidential Declaration Form

Church of England Confidential Declaration Guidance and Privacy Notice

The Confidential Declaration must be completed by all those wishing to work with children and/or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and/or adults experiencing or at risk of abuse or neglect.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question that you are answering.

The Privacy Notice attached to this form (see page 5 onwards) explains how the information you supply in your Confidential Declaration is used and your rights with respect to that data as required by the General Data Protection Regulation 2016/679 (the “GDPR”) and the Data Protection Act 2018, (the “DPA 2018”).

If you do not complete this form, or if you do not give true, accurate and complete information in response to the questions it contains, this may amount to misconduct under the Clergy Discipline Measure 2003 and your appointment will not proceed.

1. 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 rules¹? (Include both ‘spent²’ and ‘unspent’ convictions) YES / NO

2. Have you ever received a caution from the police (excluding youth cautions, reprimands or warnings) that has not been filtered in accordance with the DBS filtering rules³? YES / NO

¹ You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it did not result in a prison sentence or suspended prison sentence (or detention order) and (c) it does not appear on the DBS’s list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b) and (c) in order to be filtered.** Further guidance is provided by the DBS and can be found at <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

² Please note that the ‘rehabilitation periods’ (i.e. the amount of time which has to pass before a conviction etc. can become ‘spent’) have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never ‘spent’. For further guidance in relation to the ‘rehabilitation periods’, please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

³ You do not have to declare any adult caution where: (a) 6 years have passed since the date of the caution etc. and (b) it does not appear on the DBS’s list of specified offences referred to in footnote 1 above. As of 28 November 2020, youth reprimands, warnings and cautions, are automatically filtered. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**

Church of England Confidential Declaration Form

Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s).

*Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare **all** convictions and / or cautions etc., even if they are 'spent' provided they have not been filtered by the DBS filtering rules.*

Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.

If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and / or adults experiencing, or at risk of abuse or neglect. Although it is important to note that the existence of a conviction, caution etc. will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.

3. Are you at present (or have you ever been) under investigation by the police or an employer or the Church or other organisation for which you worked for any offence / misconduct?
YES / NO
4. Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults? YES / NO

*Notes applicable to question 4: You **only** need to mention if you have been placed on the DBS Barred List with regard to children and/or vulnerable adults if you will be taking up a position that involves engaging in "regulated activity" with children and/or vulnerable adults. If you are unsure whether the position involves "regulated activity" please contact the appointing organisation/person.*

5. Has a court ever made a finding of fact in relation to you, that you have ill-treated, neglected or otherwise caused harm to a child and / or vulnerable adult, or has any court made an order against you on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of ill-treatment, neglect or other significant harm from you⁴? YES / NO
6. Has your conduct ever caused or been likely to cause ill-treatment, neglect or other harm to a child and /or vulnerable adult, and/or put a child or vulnerable adult at risk of ill-treatment, neglect or other harm? YES / NO

⁴ 'harm' involves ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse.

Church of England Confidential Declaration Form

Note: if you have answered 'yes' to any of the questions above, please give details here:

7. To your knowledge, has there ever been an allegation made against you (whether substantiated or not) that your conduct has amounted to or resulted in ill-treatment, neglect or other harm to a child and/or vulnerable adult, or putting a child or vulnerable adult at risk of ill-treatment, neglect or other harm? YES / NO
8. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult's Social Care)? YES/NO

Note: if you have answered 'yes' to questions 7 and/or 8, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result:

Note: Declare any complaints or allegations made against you, however long ago (including Domestic Abuse). Checks will be made with the relevant authorities.

9. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care, subject to child protection planning, subject to a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation? YES / NO
10. Has a child in your care or for whom you have or had parental responsibility ever been in the care of the local authority, or been accommodated by the local authority? YES / NO
11. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules⁵; or is that

⁵ <https://www.gov.uk/government/collections/dbs-filtering-guidance>

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person at present the subject of a criminal investigation/pending prosecution? YES/NO/Not Applicable

If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s):

*Note applicable to question 11: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include **all** clergy).⁶*

Please inform relevant members of your household that you have included their details on this form (if applicable) and give them a copy of the Privacy Notice.

Note: All these matters shall be checked with the relevant authorities

Declaration

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.

I declare that I have disclosed on a separate sheet any additional information I have which could be considered relevant to the questions in this Confidential Declaration.

After I have been appointed, I agree to inform my Bishop/Archbishop if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult's Social Care) investigation.

Signed.....Full Name.....

Address.....

.....

Date.....

Please return the completed form to heavitreeparish@outlook.com

⁶ <https://www.gov.uk/government/publications/dbs-home-based-positions-guide/home-based-position-definition-and-guidance>

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Before an appointment can be made applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and / or adults experiencing, or at risk of abuse or neglect.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.

Privacy Notice

This notice explains how the information you supply in your Confidential Declaration is used and your rights with respect to that data as required by the General Data Protection Regulation 2016/679 (the “GDPR”) and the Data Protection Act 2018, (the “DPA 2018”).

1. Who I/we are

The Parish of Heavitree with St Paul, Exeter is the data controller (contact details below). This means we decide how your personal data is processed and for what purposes.

2. The data we collect about you

I/we collect your name and address as provided by you in the Confidential Declaration Form, and where applicable, relevant conduct data and/or criminal offence data (including allegations); barring data; court findings or orders.

We also collect the following information about other individuals living or employed in your household who are over 16 years old, where applicable (see section 3, headed “Purposes and lawful bases for using your personal data” paragraph 3):

- criminal offence data (including allegations); barring data; court findings or orders.

It is our expectation that you will inform these individuals that you have put their details on the CD form, and that you explain the reason for this.

3. Purposes and lawful bases for using your personal data

The overall purpose of the confidential declaration is to ensure that I/we take all reasonable steps to prevent those who might harm children or adults from taking up positions of respect, responsibility or authority where they are trusted by others in accordance with the Safer Recruitment: Practice Guidance (2016).

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We use your data for the following purposes and lawful bases:

1. Appointing individuals to positions of respect, responsibility or authority where they are trusted by others.
2. For the Diocesan Safeguarding Adviser to conduct a risk assessment where applicant discloses information on the form.
3. Collect information about members of your household for the purpose of undertaking a Disclosure and Barring Service check on them if you have applied for a role where you work from home with children.

It is the legitimate interest of the Parish of Heavitree to ensure that only appropriate individuals are appointed to certain positions, as established by the Promoting a Safer Church - House of Bishops Policy Statement (2017). We also need to be assured that no member of your household poses any risk.

It is also necessary for reasons of substantial public interest in order to prevent or detect unlawful act and protect members of the public from harm, including dishonesty, malpractice and other seriously improper conduct or for the purposes of safeguarding children and adults at risk. (Safer Recruitment Practice Guidance (2016)).

Legitimate Interest Assessment

We have a specific purpose with a defined benefit	The processing is an essential part of safer recruitment, to ensure that individuals appointed to positions of respect, responsibility or authority where they are trusted by others are properly vetted and pose no risk to children, vulnerable adults or the wider public.
The processing is necessary to achieve the defined benefit.	Without processing this data, there would be no assurance that suitable individuals are being appointed.
The purpose is balanced against, and does not override, the interests, rights and freedoms of data subjects.	The risk of significant harm to others if inappropriate appointments are made outweighs the low risk to individuals of disclosing the data to us.

For a copy of the full Legitimate Interest Assessment, please contact us on the details included in section 7 headed "Complaints".

4. Sharing your data

Your personal data will be treated as strictly confidential and will only be shared with those involved in the recruitment/appointment process and, where appropriate, the Diocesan

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Safeguarding Adviser. It may be shared outside the Church for the prevention or detection of an unlawful act; to protect members of the public from harm or safeguarding purposes, or as required by law, under Schedule 1, Part 1, Part 2 or Part 3 (as appropriate) of the Data Protection Act 2018, with the following:

- Police
- Children's or Adults Social services in Local Authorities
- Statutory or regulatory agencies, (e.g. the DBS)

5. Data Retention

We keep your personal data, if your application is successful, for no longer than reasonably necessary for the periods and purposes as set out in the retention table below at the following link:

<https://www.churchofengland.org/sites/default/files/2017-10/Safeguarding%20Records-%20Retention%20Tool%20kit%20-Dec%202015.pdf>

If your application isn't successful, your data will be held for 6 months after the recruitment process ends, and then destroyed.

6. Your Legal Rights and Complaints

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data: -

- The right to be informed about any data we hold about you;
- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of your personal data
- The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another. [*only applicable for data held online*]

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7. Complaints

If you have any questions about this privacy policy, including any requests to exercise your legal rights, please contact us using the details set out below.

The Reverend Ben Rabjohnns b.t.rabjohns@gmail.com

If you do not feel that your complaint has been dealt with appropriately, please contact the Archdeacon of Exeter archdeacon.of.exeter@exeter.anglican.org

You also have the right to lodge a complaint with the Information Commissioners Office. You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.