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**Norwich Cathedral Confidential Self-Declaration Form:  
For completion as part of the Volunteer Application Process**

**Norwich Cathedral Confidential Self-Declaration Guidance and Privacy Notice**

The Norwich Cathedral Confidential Self-Declaration form must be completed by all those wishing to volunteer at Norwich Cathedral. 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 4 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”).

**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). 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)

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 rules[[1]](#footnote-1)? (Include both ‘spent[[2]](#footnote-2)’ and ‘unspent’ convictions) YES / NO**
2. **Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules[[3]](#footnote-3)? YES / NO**
3. **Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974?) YES / NO**

If you answer “YES” to any of the above questions, the Cathedral’s Safeguarding Advisor will be asked to undertake a risk assessment. Please cross refer to Norwich Cathedral’s Disclosure and Barring Service Policy.

**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 the Cathedral Safeguarding Advisor 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 (Please Print) ………………………………..………………………………..….………………

Address……………………………………………………………………………………………….………..

Date……………………………………………………………………………………………………………..

**Please return the completed form, under confidential cover, to:**

**The Chapter Steward, The Chapter Office, 65 The Close, Norwich, NR1 4DH.**

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 in line with Safer Recruitment Practice Guidance 2016 *[Available at https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer\_recruitment]*

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 Norwich Cathedral 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 we are**

The Dean 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**

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

3. Purposes and lawful bases for using your personal data

The overall purpose of the Norwich Cathedral Confidential Declaration is to ensure that we take all reasonable steps to prevent those who might pose a risk to the wider public from taking up positions of respect, responsibility or authority where they are trusted by others in accordance with the Safer Recruitment: Practice Guidance (2016).

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 Cathedral Safeguarding Advisor to conduct a risk assessment where applicant discloses information on the form.

It is the legitimate interest of the Dean 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).

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**

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| 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 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 Cathedral 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

**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:

If your application is not 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*]

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 Executive PA

The Chapter Office, 65 The Close, Norwich, NR1 4DH

executivepa@cathedral.org.uk

01603 218304

If you do not feel that your complaint has been dealt with appropriately, please contact:

The Chapter Steward

The Chapter Office, 65 The Close, Norwich, NR1 4DH

[chaptersteward@cathedral.org.uk](mailto:chaptersteward@cathedral.org.uk)

01603 218303

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/*](https://ico.org.uk/global/contact-us/email/) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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 is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) 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), (c) and (d) in order to be filtered**. Further guidance is provided by the DBS and can be found at [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates) and [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance) [↑](#footnote-ref-1)
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/> [↑](#footnote-ref-2)
3. You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) 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. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered** [↑](#footnote-ref-3)