THE ARCHDIOCESE of BIRMINGHAM
DIOCESAN VOCATIONS OFFICE
Ask · Invite · Pray

Privacy Notice for Discerners

How the information you give us will be handled

The Diocesan Vocations Office forms part of the Archdiocese of Birmingham. That is a charity registered with the Charity Commission under the name Birmingham Diocesan Trust, and number 234216. That charity is the controller of the information which you give to the Vocations Office. The information which you provide is handled as set out in this notice and in the Privacy Policy for the Archdiocese of Birmingham which can be found at https://www.birminghamdiocese.org.uk/privacy-policy which sets out your rights. The Data Compliance Officer for the Archdiocese of Birmingham is Debbie Jones and her contact details are debbie.jones@rcaob.org.uk .

All information provided by you during the process of selection is necessary for the Archdiocese to be able to discern whether you should be accepted for priestly formation. This is a legitimate interest of the Archdiocese, which has a responsibility to applicants and to the wider community to choose men for formation wisely and with care.

When you first enquire, you will be asked for basic contact details, and you will have a number of discussions with the Diocesan Director of Vocation, during which he will gather some information about you. All the preliminary information which you provide will be kept securely, either on paper or electronically, at the Vocations Office.

Should you be asked to complete an application form, all the information provided will be handled as set out in the notes which accompany the application form.

Some information provided will include personal data relating to your religious beliefs, health or sex life or sexual orientation. This is special category personal data. As the Archdiocese of Birmingham is a religious charity and applicants are all members of the Catholic Church, the Archdiocese is entitled to process such information as part of its legitimate activities, one of which is to make careful enquiries and a careful assessment in relation to men being considered for formation for the priesthood.

The Archdiocese keeps information provided for the periods of time set out in the application form. It is necessary for the Archdiocese to do so to in order to be able to prove, in the future, if necessary, that proper enquiries have been made about all applicants and that proper formation has been provided in any seminary or house of formation where the applicant studies.

If an applicant is invited to complete an application form and is not subsequently ordained, personal data which has been provided about him will be held securely at the Vocations Office for up to one hundred years after the last contact and will then be securely destroyed. This is so that if a future application is made, the Archdiocese will be able to look at the initial application and to see why it did not succeed.

The Archdiocese may keep personal data received from a seminary or house of formation during a man's formation and after a man has either withdrawn from formation or been ordained. That personal data may be kept in the Vocations Office or in the office of the Vicar General or in the Archive. In any of those places the file will be kept securely and the information which it contains will not be shared with any third party other than insurers, if necessary, the Vatican or as required by law.