



Biblical Counselling UK

Intern Scheme Privacy Policy

Policy last updated: 14 October 2020

Date of next review: September 2021

This privacy policy is for the Biblical Counselling UK Intern Scheme. A wider Biblical Counselling UK privacy policy with further details is available on our [website](#).

Biblical Counselling UK values the individuals who share their details with us – for example in order to keep informed of our work, to support us financially, to attend our conferences, or apply for training courses or resources we offer. We respect your privacy and we are committed to ensuring that your personal data is kept safe and used in a way that you would reasonably expect.

This policy sets out how Biblical Counselling UK processes and protects the personal information that is given to us with regard to our Intern Scheme. We aim to be clear about how we collect, store and use your data and to let you know your rights, including how to request that we erase your data from our systems and how to stop receiving communications from us.

If there are any significant changes to this policy we will inform current Interns, Local Supervisors and Mentors by email.

If you have any questions about this policy, please email the Data Controller for the Intern Scheme - interns@biblicalcounselling.org.uk, or write to: The Data Controller, Biblical Counselling UK, c/o Christ Church, Christchurch Street, Cambridge, CB1 1HT.

Biblical Counselling UK is a Charitable Incorporated Organisation. Our Registered charity number is 1164965. Our registered address is Christ Church, Christchurch Street, Cambridge, CB1 1HT.

Joint Church and Individual Applications to the Intern Scheme

We collect personal data from you when you apply to the Intern Scheme. This may include a photograph to enable the Director of the Intern Scheme to recognise applicants and learn their names. We collect this information from the Word document which applicants email to the Director of the Intern Scheme.

We process the information you provide on the legal basis of contract, and special category data you provide is processed on the legal basis of legitimate activities as described under Article 9(2)(d) of the General Data Protection Regulation.

The information you provide is used to assess your suitability for the Intern Scheme to which you are applying. It is shared securely with the Executive Director, the Senior Administrator, the Director of the Intern Scheme, and members of the Executive Committee of Biblical Counselling UK. If you are accepted as an intern, it will also be shared with your assigned mentor. We will store the information of applicants who accept a place on the Scheme for the full duration of the two-year programme. We will delete the personal information of applicants who are unsuccessful when the Scheme commences (usually September), as well as the personal information of interns who withdraw from the Scheme part-way through, on request.

As part of the decision making process, the Executive Director and Director of the Intern Scheme conduct online interviews with all applicants. Notes are taken on these interviews to help assess your suitability for the Intern Scheme and are shared with the Executive Committee of Biblical Counselling UK. We may also choose to record the interviews. If we wish to record interviews, the data will be collected on the basis of consent and recorded interviews will be deleted from the secure Dropbox folder once the application process is finished.

We will retain a record of all applicants that includes your name, church name, church address, year, church leader's name, mentor (if applicable), and the local supervisor's name (if applicable) to keep track of who has applied for the Scheme over the years. We process this information on the legal basis of legitimate interests and it is used to help us track interest in the Scheme and trends in the application process.

We will request and process references about you from your referee on the legal basis of consent. We use this information to assess your suitability for the Scheme and it will be deleted at the end of your involvement with the programme.

We will request and process a due diligence check from you on the legal basis of contract. We use this information to assess your suitability for the Scheme and it will be deleted at the end of your involvement with the programme.

Grant Application Form

We collect personal data when you apply for a grant from Biblical Counselling UK. This includes the name of the applicant, name of the senior minister and name and contact details of the church treasurer. We collect this information on a Word document emailed to the Director of the Intern Scheme, and this information is collected on the legal basis of contract for the purposes of assessing your eligibility to receive a grant. It is stored and shared securely with the Executive Director, the Senior Administrator, the Director of the Intern Scheme, and members of the Executive Committee of Biblical Counselling UK. We will delete the grant application form at the end of your involvement with the programme or earlier by request. Unsuccessful grant applications will be deleted each September.

Applicants who accept a place on the Scheme

If you accept a place on the Scheme, we will collect further personal data from you as reasonable and required, such as the Intern Agreement.

We process the information you provide on the legal basis of contract. It is shared with the Executive Director, the Senior Administrator, the Director of the Intern Scheme, the Conference Administrator and the Executive Committee of Biblical Counselling UK. We store the information securely for the full duration of the scheme. We will delete the personal information of individuals who withdraw from the scheme part-way on request.

We will never trade, rent or sell your personal information to third parties.

Your name and mobile number will be saved on the Director of the Intern Scheme's mobile on the legal basis of legitimate interests in the event of needing to get in contact with you regarding the timing of meetings or to aid with travel to Intern meetings.

If you submit an expense form for reimbursement, we will collect the following information from you:

- Name
- Bank account number
- Bank account sort code
- Travel receipts and/or mileage

We process the information you provide on the legal basis of contract, and it is processed in order to complete payments and for keeping accounts. It is shared with the Executive Director, the Senior Administrator, and the Director of the Intern Scheme. We store the information securely for the full duration of the Scheme.

To ensure the effective administration of the scheme, we will process information from / about you on the legal basis of legitimate interests. This may include notes taken during training, peer support and planning meetings, as well as mentor meetings and administrative lists and plans. We will store the information securely for the full duration of the Scheme, and notes will be shredded or deleted at the end of the intern's involvement with the Scheme.

To support interns in their ministry with individuals, we host peer supervision meetings once a month. These are conducted online and are not recorded. Interns must anonymise any information they share so that the person(s) they may discuss are not identifiable.

Recording of online training meetings and peer supervision meetings is prohibited. We use Google Meet or Zoom as our online platform for these meetings, and the recording function is disabled. Meetings are accessible by invitation only and are encrypted end-to-end.

Throughout the Scheme, we will collect and process personal information from / about you when your mentor submits a mentor report or you submit a Garnering Stories assignment. This information is collected and processed on the legal basis of contract, and special category data is collected and processed on the basis of legitimate interests under Article 9(2)(d) of the General Data Protection Regulation. We store the information securely for the full duration of the intern's participation in the scheme. We will delete mentor reports after your time as an intern is finished or on request if you

withdraw partway, but we will keep your Garnering Stories submissions for future use in publicity. We will delete the Garnering Stories submissions on request, and we will not publish your submission without obtaining your consent. Published stories will be deleted upon request by the intern or former intern.

Throughout the Scheme, you will be asked to record the audio of conversations you have with one or more individuals at your church, if possible. You must only do so after you have obtained full, signed consent of the individual(s) and you are confident they understand why and how the audio is recorded and shared. You are to upload the audio recording(s) directly to the Dropbox folder that is shared between you, your respective mentor, and the Director of the Intern Scheme collect and process this information on the legal basis of consent, and special category data is collected and processed on the basis of legitimate interests under Article 9(2)(d) of the General Data Protection Regulation. It is processed for the purpose of ongoing mentoring to meet the skills-related goals of the Intern Scheme. The recordings are stored securely in a Dropbox file, and should be deleted by the intern after the mentor and intern have discussed each audio recording. We will delete any remaining audio files in each intern's folder in June of each calendar year.

We will obtain your consent to take photographs at intern training days which may be used in publicity and/or news to supporters.

We may occasionally require use of your personal information to carry out other activities related to the Intern Scheme, such as ordering a graduation gift to your personal address in the event of being unable to give it to you in person. We will only carry out activities that relate to the Intern Scheme and only with your explicit consent prior to carrying the activity out.

Biblical Counselling UK has formed a partnership with United for Mission (UFM) whereby interested Interns can opt in to become volunteers to UFM to provide pastoral support to their mission partners. Once an Intern has expressed interest in volunteering to UFM in this way, the Intern's name, contact information and information regarding their availability and issues they are or are not interested in will be shared via a secure Google Drive account with the UFM pastoral worker on the legal basis of legitimate interests. Once Interns enter a signed volunteer contract with UFM, UFM's data policies apply and will be provided to the Intern.

Mentors

We collect and process your name and contact information on the basis of legitimate interests and special category data is collected and processed, such as when you submit mentor reports on the basis of legitimate interests under Article 9(2)(d) of the General Data Protection Regulation. Your name and contact information is shared with the Executive Director, the Senior Administrator, the Director of the Intern Scheme, the Conference Administrator and the Executive Committee of Biblical Counselling UK, while your special category data is shared with the Executive Director, Director of the Intern Scheme, your Intern (ie your mentor report) and if needed, the Executive Committee, with your prior consent.

We will retain a record of all applicants that includes the mentor's name if the applicant was appointed as an Intern to keep track of who has applied for the Scheme over the years. We process this

information on the legal basis of legitimate interests and it is used to help us track interest in the Scheme and trends in the application process.

Local Supervisors

We collect and process your name, email address, phone number, and relationship to the applicant when you are nominated by an applicant on their application form. We do so on the legal basis of consent. We will retain a record of all applicants that includes the local supervisor's name **if** the applicant was appointed as an Intern to keep track of who has applied for the Scheme over the years. We process this information on the legal basis of legitimate interests and it is used to help us track interest in the Scheme and trends in the application process.

Throughout the Scheme, the Director of the Intern Scheme may email local supervisors about the programme or upcoming invitations to Biblical Counselling UK events, on the legal basis of legitimate interests. Local supervisors may request to stop receiving these emails at any time by emailing interns@biblicalcounselling.org.uk, and they will no longer receive these emails once their engagement with the Intern Scheme ends.

Safeguarding Officers

We collect and process your name, email address and/or phone number when an individual from your church jointly applies to the Intern Scheme alongside your church leadership. We do so on the legal basis of consent and will contact you if a safeguarding matter is mentioned in peer, training or mentor meetings to ensure that safeguarding policies have been followed. We will store your name and contact information on our record of applicants if the individual is accepted onto the Scheme, on the legal basis of legitimate interests in case a need to contact you in the future arises, however unlikely.

How we keep your data secure and who has access to it

We are committed to holding your information securely. In order to prevent unauthorised access or disclosure, we have put in place a number of administrative and technological safeguards. These include use of passwords, restricted access, technical and physical security. The only people who access your data are those who have been nominated and trained.

All our online forms are always transmitted over encrypted links.

After the Scheme Ends

We will retain a record of all applicants that includes your name, email address, church name, church address, year, church leader's name, mentor (if applicable), and the local supervisor's name (if applicable) to keep track of who has applied for the Scheme over the years. We also include a note on

whether there were any safeguarding concerns that arose to our knowledge while you were an Intern and retain your mentor and local supervisor reports for two years following your graduation, after which they will be deleted. If there were any safeguarding concerns that arose during your time as an Intern, we will retain a note explaining what happened and how the situation was handled for two years. We process this information on the legal basis of legitimate interests and it is used to help us track interest in the Scheme and trends in the application process.

We will keep your Garnering Stories submissions for future use in publicity. We will delete the Garnering Stories submissions on request, and we will not publish your submission without obtaining your consent. Published stories will be deleted upon request by the intern or former Intern.

We may share the name and geographical location of Alumni with Certificate Course tutors for the purpose of connecting regional venues with local people who have received training in biblical counselling, either to help promote the Intern Scheme at the venue or to help with the course itself. We process this information on the legal basis of legitimate interests. Contact information will not be shared unless the Alumnus gives their express consent for it to be shared with the requesting individual and we will remove individual information off the list upon request.

Biblical Counselling UK may also keep a log of the areas of counselling interest that Alumni have in order to aid in networking across the UK. We do so on the legal basis of legitimate interests and this information will not be shared with others unless we obtain consent from the individual first.

We will keep photos taken at Intern Days for potential use in publicity. We will delete any photos with your image upon request.

The Director of the Intern Scheme will keep your name and mobile number saved on their mobile. We process this information on the basis of legitimate interests for the purposes of networking and maintaining communication. We will delete your name and mobile number upon request.

We may contact Intern Alumni from time to time to inform them of upcoming events or contact them about opportunities to be involved with Biblical Counselling UK. We do so on the basis of legitimate interests and Alumni are free to request they stop receiving any such emails by emailing the Data Controller for the Intern Scheme at interns@biblicalcounselling.org.uk or writing to the Data Controller c/o The Director of the Intern Scheme Biblical Counselling UK, c/o Christ Church, Christchurch Street, Cambridge, CB1 1HT.

Your Rights

You can ask for a copy of the information we hold about you at any time. Please write to the Data Controller c/o The Director of the Intern Scheme Biblical Counselling UK, c/o Christ Church, Christchurch Street, Cambridge, CB1 1HT, with details of the information you would like to see and proof of your identity.

You can also ask us to stop using your data or to delete information from our records. We will promptly correct any information on our records.

If you have any concerns about the data we hold or how we process it, please contact us at the above address. If your issue is not resolved you can contact the Fundraising Regulator or the Information Commissioner.