

**Application for Permission to Officiate**  
**Diocese of Newcastle**

*Please complete and return to the Bishop of Newcastle*

*29 Moor Road South, Newcastle upon Tyne, NE3 1PA*

*Or scan and e-mail to [admin.bishopofnewcastle@newcastle.anglican.org](mailto:admin.bishopofnewcastle@newcastle.anglican.org)*

**Contact Details**

Name

Address

Contact Phone Number

Email

Date of birth

Are you retired?

Are you in receipt of a Church of England Pension?

**Existing and previous ministry**

Are you currently beneficed, licensed or employed under contract in another diocese?

If so, please give details of diocese and post:

Do you currently hold PTO in another diocese or dioceses?

If so, please give details:

Please give details of any PTO granted in other dioceses which is not current:

Please give details of any application for PTO that has been refused, along with the reasons why:

**Safeguarding Information**

Date of last DBS check:

Safeguarding Training undertaken:

Please complete the confidential declaration on page 4

## **Ministry to be offered**

What, if any, regular ministry do you envisage offering under the Bishop's PTO?

What areas of ministry would you like to offer on an occasional basis?

Are there areas of ministry you would like to develop?

## **Declarations**

I acknowledge that, in accordance with Canon C1, I owe canonical obedience to the Bishop of Newcastle and their successors in all things lawful and honest.

I understand that it is my responsibility to inform the Bishop's office of any changes in my personal details.

I understand that I must not officiate without the permission of the relevant incumbent or priest in charge.

I understand that PTO is granted at the discretion of the Bishop and may be withdrawn at any time.

I understand that PTO will only be granted if I have not been barred from regulated activity with children or vulnerable adults and my DBS certificate has been deemed satisfactory having regard to relevant House of Bishops' guidance.

I acknowledge that I am legally required to have due regard to the House of Bishops' guidance in relation to the safeguarding of children and vulnerable adults and I will accordingly undertake such safeguarding training as the Bishop requires.

I understand that the Bishop's letter of authorisation if granted will specify the length of time for which I may exercise PTO and any relevant geographical restrictions, after which I must apply for renewal.

If my PTO has lapsed for any reason I agree that I will not undertake any forms of ministry until all matters have been resolved.

**Fees and occasional offices:**

I understand that all expenses of formal ministry by clergy with PTO, including pastoral visits for weddings, funerals and other reasons, should be claimed from the relevant PCC or equivalent. Expenses should be the actual cost of mileage at the current rates of approved mileage allowance payments set by the diocese.

I understand that a fee is paid to clergy with PTO for Sunday service cover in the absence of a priest due to illness, holiday or vacancy, should they wish to receive it, and that I would not normally expect to receive expenses or a fee for taking a service in my usual place of worship or a church within the same multi church benefice.

I understand that fees for funerals and weddings must be paid in full to the relevant DBF and PCC, and that it is not lawful for me to retain any fee that is payable to the DBF and the PCC without the agreement of the DBF and PCC.

If I am retired [and in receipt of a Church of England pension], the DBF may agree that I may receive a proportion of the fee, currently 80%.

I understand that, as a clerk in holy orders, I may only use the forms of service authorised by Canon and may not exercise ministry on a freelance basis or take funerals (or accept fees for taking funerals) in a private or unofficial capacity.

I understand that it is my responsibility to declare any income from fees to HMRC.

**Personal Data Declaration**

I have read and understand the privacy notice providing information about how my PTO application will be managed and my rights with respect to the information I provide.

Signed:

Date:

**Declaration by Incumbent/Priest in Charge/Area Dean**

Having discussed this application with ..... I commend this application

Signed ..... Print name.....

Date.....

Incumbent /Priest-in-Charge/Area Dean

## Church of England Confidential Declaration Form

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 rules<sup>1</sup>? (Include both ‘spent’<sup>2</sup> 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<sup>3</sup>? YES / NO

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<sup>1</sup> 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)

<sup>2</sup> 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/>

<sup>3</sup> 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**

*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 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

*Please note that 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 family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and / or vulnerable adult, or has any such 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 significant harm from you<sup>4</sup>? YES / NO

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<sup>4</sup> 'harm' involves serious 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

Has your conduct ever caused or been likely to cause significant harm to a child and / or vulnerable adult, and / or put a child or vulnerable adult at risk of significant harm? YES / NO

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

6. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? YES / NO
7. 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

If you reply yes to questions 7 and/or 8, please give details, including 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.*

8. 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
9. 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
10. 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 rules<sup>5</sup>; or is that person at present the subject of a criminal investigation/pending prosecution?  
YES/NO/Not Applicable

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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

<sup>5</sup> See footnotes 1 and 3 above

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 Q11: 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). <sup>6</sup>*

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.....

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Date.....

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

*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.*



**Office of the Bishop of Newcastle**  
**Privacy Notice**  
**The processing of personal files with regard to clergy**

**Using your personal information**

This notice explains how the information about you, which I hold in your personal file, is used and managed, and your rights with respect to that data.

Further guidance can be found in the Personal Files relating to Clergy policy and several other policies and procedures, which support this privacy notice. These are listed in the **References** section below.

**Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone, or in conjunction with any other information in my possession or likely to come into such possession. The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, (the “DPA 2018”).

**Who am I?**

Bishop of Newcastle, 29 Moor Road South, Newcastle upon Tyne. NE3 1PA  
I am the data controller (contact details below). This means I decide how your personal data is processed and for what purposes.

**Why I collect your personal data**

I collect and use your personal information to carry out the following activities, in order to exercise my legal and pastoral responsibilities as your diocesan bishop:-

- general oversight of your ministry;
- assessing your qualifications and suitability for any particular office or ministry within the diocese;
- for making appropriate arrangements for your ministerial development (including ministerial development review).
- ensuring that individuals are protected from harm and for related safeguarding purposes by ensuring that those who pose a risk or are otherwise unfit for ministerial positions, (due to, for instance, dishonesty, malpractice or other seriously improper conduct) are not able to gain access to ministerial posts.

## **The categories of data I collect**

The types of information I process include:

- personal details; contact information; family details; lifestyle and social circumstances; employment and education details; housing needs; and details of misconduct and unlawful acts.

I also process “special categories” of information that may include:

- race; ethnic origin; politics; religion; trade union membership; health; sex life; or sexual orientation; criminal allegations, proceedings or convictions.

I process personal information about:

- current, retired and prospective clergy; individuals involved in or connected with legal claims, inquiries, reviews and dispute resolution; professional advisers and consultants; children and parents; individuals whose safety has been put at risk.

## **What is the lawful basis for processing your personal data?**

I collect and use your data on the following lawful bases:-

**A task carried out in the public interest or in the exercise of official authority vested in the data controller (Art. 6(1)(e))** - Processing of the personal data in relation to clergy personal files is carried out on the basis that is necessary for a task carried out in the public interest or the exercise of official authority vested in me by the Canons of the Church of England, in particular, Canons C4 to C12 inclusive, C18 and C30. This includes my general responsibilities as chief pastor of the diocese, and in order to be able to develop, support, administer, regulate and manage clergy through their ministry. This may also involve sharing your personal file with another body, which is part of the institutional Church of England or Church in Wales if you move to a new role.

As part of my public interest tasks contained in the Canons, I may need to process your information in order to protect individuals from harm, and to ensure that no person unfit for a ministerial role gains access to such a position. This will include sharing your personal information in an Episcopal Reference or Clergy Current Status Letter (CCSL).

**Legal obligation (Art. 6(1)(c))** – I may need to process your information in order to comply with a legal obligation, such as under the Inquiries Act 2005, which may compel me to provide personal data for the purposes of a statutory inquiry, or a referral to the Disclosure and Barring Service under the Safeguarding Vulnerable Groups Act 2006, or an order of a court or tribunal.

**Consent (Art 6(1)(a))** – I may need to share information contained in your personal file with another church body/organisation outside the Church of England or Church in Wales (other than in relation to the Episcopal Reference and CCSL). I will seek your consent first.

You have the right to withdraw your consent at any time prior to the information being shared.

## Special categories of data and criminal conviction data

**Legitimate activity (Art. 9(2)(d))** - the processing is a legitimate activity in order to manage, administer and regulate members or former members and/or those with whom I have regular contact.

**Substantial public interest (Art 9(2)(g))** - (protecting the public against dishonesty etc.) – I may need to process your information where necessary for the protection of individuals from harm, including dishonesty, malpractice and other seriously improper conduct, or for safeguarding purposes, or for the prevention or detection of an unlawful act, as established by the Promoting a Safer Church House of Bishops' Policy Statement (2017) and the Safer Recruitment: Practice Guidance (2016), (see **References** section below). This will include sharing your personal data in an Episcopal Reference and CCSL.

**Explicit consent (Art 9(2)(a))** - I may need to share information contained in your personal file with another church body/organisation outside the Church of England or Church in Wales (other than in relation to the Episcopal Reference and CCSL). I will seek your consent first.

You have the right to withdraw your consent at any time prior to the information being shared.

**Legal claims (Art 9(2)(f))** – I may need to process your information where there is a legal claim or in connection with a judicial process.

**Archiving (Art 9(2)(j))** - I may keep your information for archiving purposes in the public interest, scientific or historical research purposes, or statistical purposes.

## Sharing/collecting your personal data

Where necessary (or required), we collect from or share information with:

- you;
- parishes e.g. Parochial Church Councils (PCCs) and relevant PCC members, diocesan bodies, bishops' offices and cathedrals and other bodies which form part of the institutional Church of England;
- The Church in Wales;
- other churches outside the institutional Church of England or Church in Wales;
- educational institutions;
- legal representatives;
- parties and individuals involved in or connected with legal claims, inquiries, reviews and dispute resolution (including mediation and arbitration);
- regulatory and statutory bodies;
- governance bodies and committees;
- charitable, religious and voluntary organisations;
- law enforcement and prosecuting authorities;
- courts and tribunals and providers of legal services;
- members of the judiciary;
- statutory, public, regulatory or other legal or independent reviews or inquiries, including any "lessons learned" reviews.

### **How long do I keep your personal data?**

I keep your personal data for no longer than reasonably necessary for the periods and purposes as set out in the attached retention table referred to in the **References** section below.

### **What security is in place in relation to your personal data?**

I am committed to ensuring that your personal data is secure. I limit access to data on a need to know basis and test our security practices and technologies.

Employees and temporary workers are required to follow policies and procedures, and complete mandatory annual training to understand data protection and information security.

If a data breach does occur, I will do everything in my power to limit the damage. In the case of a high-risk data breach, and depending on the circumstances, I will inform you about the breach and any remedial actions to prevent any further damage. I will also inform the Information Commissioner's Office of any qualifying data breaches.

### **Your rights and your personal data**

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

- the right to withdraw your consent to the sharing of information in your personal file with another church body/organisation outside the Church of England or the Church in Wales prior to that information being sent.
- the right to request a copy of your personal data which the Bishop holds about you;
- the right to request that the Bishop corrects any personal data if it is found to be inaccurate or out of date;
- 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 personal data, (where applicable).

You are not required to pay any charge for exercising your rights. If you make a request, I have one month to respond to you. You can exercise your rights by contacting me at the contact details below.

### **Further processing**

If I wish to use your personal data for a new purpose, not covered by this Privacy Notice, then I will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, I will seek your prior consent to the new processing.

### **Contact Details**

To exercise all relevant rights, queries or complaints please contact the Bishop's Chaplain, the Rev'd Canon Pete Askew, Bishop's House, 29 Moor Road South, Newcastle upon Tyne. NE3 1PA.

You have the right to complain to the Information Commissioner's Office (ICO). You can contact the ICO on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/>.

## References

Personal files relating to Clergy: Policy for Bishops and their Staff. Approved by the House of Bishops, June 2021

Canons of the Church of England [Canons - website edition | The Church of England](#)

For further information on retention, please see the retention table on pages 24-26 of Personal files relating to Clergy: Policy for Bishops and their Staff. Approved by the House of Bishops June 2021

For further information on our safeguarding policy, please see Promoting a Safer Church policy statement 2017:

<https://www.churchofengland.org/sites/default/files/201712/PromotingSaferChurchWeb.pdf>

For further information on our safeguarding duties and responsibilities, please see Practice Guidance: Safer Recruitment 2016 policy:

[https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer\\_recruitment\\_practice\\_guidance\\_2016.pdf](https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf)