**Privacy Notice GDPR Regulation**

**Board of Religious Studies: Student Records and GDPR for the Catholic Certificate in Religious Studies (CCRS)**

**What is the Catholic Certificate in Religious Studies (CCRS) and who is the Board of Religious Studies (BoS)?**

The Catholic Certificate in Religious Studies (CCRS) is managed and awarded by the Board of Religious Studies (BoS) on behalf of the Bishops' Conference of England and Wales. It was introduced in 1991 to replace its predecessors, The Catholic Teachers’ Certificate and the Certificate in Religious Education. Any person who is or wishes to be involved in Catholic education and formation may apply for this course. This includes those involved in Religious Education in schools, Parish Catechesis and other ministries in the Church and anyone who wishes to follow the course for faith development or personal interest. The course seeks to ensure that participants have at least a basic knowledge and understanding of the beliefs of the Catholic Faith. It also provides a basis for further study.

The course was revised in 1992.  It is designed for teachers in Catholic schools; that they may have a basic understanding of the Church, its teaching and way of life to enable them to contribute to the maintenance of the ethos of the Catholic school.  It is also for catechists in order to give them a basic understanding of the faith of the Catholic Church as a foundation for their catechetical ministry, and for adult members of the Church to enable them to continue to grow in understanding as they live their Catholic faith.

**What information does the GDPR apply to?**

**Personal data**

“The GDPR applies to ‘personal data’ meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier.

This definition provides for a wide range of personal identifiers to constitute personal data, including name, identification number, location data or online identifier, reflecting changes in technology and the way organisations collect information about people.

The GDPR applies to both automated personal data and to manual filing systems where personal data are accessible according to specific criteria. This could include chronologically ordered sets of manual records containing personal data.” - Information Commissioners Office (ICO)

**Sensitive personal data**

“The GDPR refers to sensitive personal data as “special categories of personal data.” The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual. Personal data relating to criminal convictions and offences are not included, but similar extra safeguards apply to its processing” - Information Commissioners Office (ICO)

**What Personal data and Sensitive personal data do the Board of Religious Studies hold for students?**

The National CCRS Database holds the following data for each CCRS participant;

CCRS Registration Number, Title, Forename, Surname, Home Address, Postcode, Invoice Number, CCRS Venue Name, Transferred Centre’s (Venue 2), month/year Registered, Pass and Distinction Marks and any Approved Prior Learning (APL) for all eight modules, month/year certificate issued and whether any duplicate certificates have been issued.

The CCRS Certificates hold the following data for each CCRS participant;

CCRS Registration Number, Title, Forename, Surname, CCRS Venue Name, Pass and Distinction Marks and any Approved Prior Learning (APL) for all eight modules, month/year certificate issued, titles of two specialist modules taken.

The CCRS invoices held where a student has requested a replacement certificate contain the following for each CCRS participant who has requested one since 2017 when replacement certificates became chargeable;

CCRS Registration Number, Title, Forename, Surname, Current Postal Address, invoice number.

Email communications with students and/or CCRS Centre’s regarding records are not kept for longer than 12 months.

**How will the personal data be used and how long is it kept?**

The Board of Religious Studies maintains a central CCRS record in order that certificate holders can be evidenced. Public Task (6(1) (e) is the lawful basis upon which the University processes CCRS data. This is because CCRS certification is required for specific roles within the Catholic community in order to ensure that schools, academies, universities and other applicable organisations are employing teachers that can ensure the Catholic faith is taught to a high standard. It is also available to any person who is or wishes to be involved in Catholic education and formation. This includes those involved in Religious Education in schools, Parish Catechesis and other ministries in the Church and anyone who wishes to follow the course for faith development or personal interest. The course seeks to ensure that participants have at least a basic knowledge and understanding of the beliefs of the Catholic Faith.

The Board of Religious Studies will keep the following information for reference purposes, on behalf of the university and diocesan centres and the student, for a maximum of 65 years.

The Board of Religious Studies retain only the data necessary to identify you and to confirm your records. The Board of Religious Studies do not collect any data which is not required in order to identify a student and their records, all data collated is necessary to produce certification both upon completion and where a student later requests a certificate if a duplicate is requested, if any of the data is deleted, it would not be possible to identify student records. Full records including transcripts, grading, essays, are not kept by the Board of Religious Studies but by the centre where the student has taken the course.

**Who can access my personal data and will they share my personal data with anyone?**

Your personal data can only be accessible and transferred to the following;

1. relevant university/diocesan staff (where you are registered or transferred to)
2. the CCRS Registrar
3. the CCRS Administrator
4. the student (where relevant proof of identification is provided).

The Board of Religious Studies do not keep hard copies of any student personal data. All personal data is stored electronically on our secure IT network whose servers are located within the EU. Files with personal data including registration databases and certificates are all password protected files on a secure network.

**What rights do I have regarding my personal data?**

1. You have the right to correct or update your personal data at any time.
2. You have the right to object to the processing of your personal data.
3. You have the right to restrict the processing of your data or to have your personal data erased.
4. You have the right to see the personal data we hold about you.
5. You have the right to data portability. This means that if you request it, we will provide you with a copy of the personal data you have provided to us so that you can transfer it to another data controller. Note, if you are transferring centres this is done from centre to centre not via the Board of Religious Studies
6. To exercise any of the above rights you should contact the data controller who is Rebekah Hayward and who can be contacted at ccrs@catholiceducation.org.uk
7. You have the right to complain to the Information Commissioners Office (at ico.org.uk) if you are unhappy about out processing of your personal data.