



APPLICATION FOR PERMISSION TO OFFICIATE

To complete this form electronically, type or tick where required and when fully complete save the form and email to office@archbishopofyork.org. The address to post the form to is on page 8, the last page of the form. If you would like a hard copy sending, please call the office to request one on 01904 707021.

Contact details

Title

Name

Address

Contact Telephone Number

Our standard practice is to send written communications by email as this is both cost effective and environmentally friendly. If you provide an email address, this will be our preferred method of communication with you.

Email

Date of Birth

Are you retired?

YES

NO

Are you in receipt of a Church of England Pension?

YES

NO

Is this a first application or renewal?

FIRST

RENEWAL

If yes to renewal, what is the current date of expiry:

Are you currently beneficed, licensed or employed under contract in another diocese? If so, please give details of diocese and post:

N/A

Do you currently hold PTO in another diocese or dioceses? If so, please give details:

N/A

Give details of any PTO granted in any dioceses which is not current:

N/A

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

N/A

Mandatory Safeguarding Information (please note that Safeguarding Training needs to be undertaken every three years and your DBS needs to be renewed every three years.)

Date of your last DBS check:

Safeguarding Training undertaken: Please specify what training has been undertaken and when it was completed.

Training course name:

If completing digitally, please use the dropdown arrow to the right of the box.

Date:

Diocese (if not York):

Please complete the Confidential Declaration Form attached which follows this application form.

Ministry intentions

How are you hoping to use your PTO? Whilst understanding that intentions may change, please be as specific as you can at this stage.

You are required to have oversight by an Incumbent or Area Dean (a Designated Responsible Person). Please liaise with them before submitting this application, since we are unable to issue PTO to anyone without a DRP.

Deanery Name:

Church/Chaplaincy Name:

FOR RENEWALS ONLY

DRP: Designated Responsible Person, *if known*

Date of last ministerial review:

Declarations

- I acknowledge that, in accordance with Canon C1, I owe canonical obedience to the Archbishop of York 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 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. The Diocese of York information on fees can be found here: <https://dioceseofyork.org.uk/running-your-church/parish-finance/fees/>
- If I am retired, and in receipt of a Church of England pension, I may claim payment from the DBF (at the published diocesan rate) for taking such services.
- I understand that, as a clerk in holy orders, I may only use the forms of service authorised or allowed 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.

Personal Data Declaration

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

Signed: *(If returning this form electronically, you can type your full name as signature)*

Date:

FOR OFFICE USE ONLY

DRP confirmed

Suffragan Bishop contentment



Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

Confidential Declaration Form and Privacy Notice Guidance

This form must be completed by all applicants for roles engaging in regulated activityⁱ or roles working/having substantial contact with children and/or vulnerable adults. This includes all Clergyⁱⁱ, as well as all Church Officersⁱⁱⁱ who are applying for a role that has been assessed as requiring an Enhanced Disclosure and Barring Service (DBS) (with/without Barred List) check. The nature of these roles means they are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act (1974 (ROA 1974) by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) (the ROA Order 1975 (as amended)).

All individuals applying to work/volunteer in such roles will be subject to a satisfactory Enhanced DBS (with/without Barred List) check before the appointment is confirmed as well as a satisfactory Enhanced DBS (with/without Barred List) re-check every 3 years.

You are required to disclose **all** unspent convictions and conditional cautions and **all** spent^{iv} convictions and adult cautions that are not protected^v (i.e. that are not filtered out) as defined by the ROA Order 1975 (as amended)). The ROA Order 1975 (as amended) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers/voluntary organisations and, if they are disclosed, cannot be taken into account.

A criminal record will not necessarily exclude an individual from consideration for appointment. This will depend on the nature of the role applied for and the circumstances and background of the offences. All information declared on this form will be carefully assessed to decide whether it is relevant to the role applied for and will only be used for the purpose of safeguarding children and/or vulnerable adults. If you answer yes to any question, please provide details, on a separate sheet if necessary, giving the number of the question that you are answering.

If it is later discovered that any statement is false or misleading, then depending on the nature of your engagement, it may lead to disciplinary procedures, where appropriate, and/or dismissal from your post/role. If you are unsure of how to respond to any of the questions, please seek appropriate advice e.g. from the appointing organisation/responsible person/recruiter, an organisation such as NACRO or Unlock^{vi}, or a solicitor.

Registered Bodies and those in receipt of DBS Update Service information must fulfil the DBS Code of Practice requirement to have a written policy on the recruitment of ex-offenders in place^{vii}. Copies of these documents are available on request and the DBS Code of Practice is available from the DBS via [DBS code of practice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/dbs-code-of-practice)

The accompanying Privacy Notice explains how the information you supply on this form is used and your rights with respect to that data as required by the UK General Data Protection Regulation, (the "UK GDPR"), and the Data Protection Act 2018, (the "DPA 2018"). If applicable, please inform relevant members of your household that you have included their details on this form and give them a copy of the Privacy Notice (it will only be applicable if members of your household have been included in the response to a question on the form, e.g. Qs.6 & 7).

This Confidential Declaration Form and Privacy Notice must be used within the Diocese in Europe, the Channel Islands and Sodor & Man, subject to relevant legislative variations/modifications and/or unless there is specific local legislation in a jurisdiction that would prevent its use in its current format.



Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

Section A PERSONAL DETAILS

This section must be completed by all applicants.

Title:

Surname:

Forename(s):

D.O.B.:

Home Address:

Telephone No.:

Role Applied for:

Permission to Officiate

Role Location:

Section B

Please fully complete all relevant sections.

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?
If yes, please provide details:

Yes

No



Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? Yes No
If yes, please provide details:

3. Are you aware of any criminal/police enquiries/investigations undertaken following allegations made against you which may have a bearing on your suitability for the post? If yes, please provide details: Yes No

4. Are you at present the subject of any criminal/police enquiry/investigation/pending prosecution which may have a bearing on your suitability for the post? If yes, please provide details: Yes No

5. Is your role deemed "home based", as per the DBS definition^{viii}?

Yes (proceed to Question 6.)

No (proceed to Question 8.)

6. 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 any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 and/or any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? If yes, please provide details^{ix}: Yes No

7. 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 is at present the subject of a criminal/police enquiry investigation/pending prosecution? If yes, please provide details: Yes No



Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

8. Have you lived, worked or volunteered outside the United Kingdom for a continuous period of six months or more at any point within the previous 10 years? If yes, please provide details, including the name of the country/countries:
- Yes No

9. Does your role involve engaging in regulated activity with children^{x?}

Yes (proceed to Question 10.) No (proceed to Question 11.)

10. Are you or have you ever been barred from work with children?
- Yes No

11. Does your role involve regulated activity with vulnerable adults^{xi?}

Yes (proceed to Question 12.) No (proceed to Question 13.)

12. Are you or have you ever been barred from work with vulnerable adults?
- Yes No

13. Are you currently or have you ever been subject to any formal action as a result of an allegation that your conduct has amounted to, resulted in or put a child and/or vulnerable adult at risk of harm^{xii?} If yes, please provide details:
- Yes No

14. Are you currently or have you ever been subject to a court order either made against you or in relation to you that you have caused harm to a child and/or vulnerable adult, or that a child and/or vulnerable adult was at risk of harm from you? If yes, please provide details and a copy of the court order:
- Yes No

15. This question must be answered in relation to circumstances that have arisen from a child/ren being in your care. If you are an adoptive and/or foster parent and the circumstances either relate to the child/ren's previous situation, or to the removal/placement/child protection or child in need plan, which formed part of the planned management or transition of the child/ren into your care, then you do not need to answer yes to this question.



Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

Has a child/ren in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care and/or been made subject to a child protection or child in need plan as a result of a safeguarding concern that has arisen whilst the child/ren has been in your care and/or in relation to your provision of their care? If yes, please provide details:

Yes

No

16. Is there any other information that may be considered relevant to the questions in this Confidential Declaration Form, and which may have a bearing on your suitability for the post you are applying for, (i.e. working with children and/or vulnerable adults)? If yes, please provide details:

Yes

No

Declaration

I declare the above information and that on any additional sheets (number attached: __) is true, accurate and complete to the best of my knowledge. After I have been appointed and during my appointment, I agree to inform the responsible person immediately if my answers to any of the above questions change and provide the relevant details.

Signed:

Date:

Consent statement (this statement should only be signed if the answer to Question 8 is Yes)

I consent to my details being transferred outside the UK for the purposes of an overseas criminal records check.

Signed:

Date:

Please return the completed form (pages 1-8) to:

By post

Office of the Archbishop of York
Bishopthorpe Palace
Bishopthorpe
York
YO23 2GE

By email: office@archbishopofyork.org



Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

ⁱ [Eligibility guidance for enhanced DBS checks - GOV.UK \(www.gov.uk\)](#)

ⁱⁱ Applies to all Church of England ordained and licensed Clergy including Archbishops, Bishops, Archdeacons, Deans, stipendiary parish Clergy, self-supporting Minister / non stipendiary Ministers, Chaplains, locally ordained Clergy, Clergy with 'permission to officiate' (PTO), and those seeking ordination training or ordination.

ⁱⁱⁱ A Church Officer is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or voluntary.

^{iv} Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have 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/>

^v The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Convictions:- 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 did not result in a prison sentence or suspended prison sentence (or detention order) and (c) 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) and (c) in order to be filtered.**

Cautions:- You do not have to declare any adult caution where: (a) 6 years have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences. As of 28 November 2020, reprimands, warnings and youth cautions, are automatically filtered. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered.**

Further guidance is provided by the DBS and can be found at

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

^{vi} <https://www.nacro.org.uk/> <https://unlock.org.uk/>

^{vii} [DBS sample policy on the recruitment of ex-offenders - GOV.UK \(www.gov.uk\)](#)

^{viii} [Home-based position definition and guidance - GOV.UK \(www.gov.uk\)](#)

^{ix} 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.

^x [Keeping children safe in education - GOV.UK \(www.gov.uk\)](#)

^{xi} [New disclosure and barring services - GOV.UK \(www.gov.uk\)](#)

^{xii} 'harm' involves ill-treatment of any kind including neglect, physical, emotional, financial or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship 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.

Privacy Notice for Permission to Officiate (PTO)

This notice explains how the information about your PTO application is managed and your rights with respect to that data.

Who is the data controller?

The Archbishop of York (in his corporate capacity) is the data controller (contact details below). This means that the Archbishop decides how your personal data is processed and for what purposes.

Personal data provided by you on the PTO Application and CD Form is used for the following purpose:

- To enable the Archbishop to undertake safeguarding checks.
- To enable the Archbishop to request an Episcopal Reference and Clergy Current Status Letter (CCSL) *where necessary*.
- To contact you as part of your ministry in this diocese (including the provision of cover and occasional offices).
- In the case of retired clergy: to help the Archbishop's retirement officer to provide pastoral and other appropriate support.

Lawful basis for processing personal data provided by you, including the fact of your holding office in the Church of England which constitutes special category data:

- Processing in relation to safeguarding checks and requests for Episcopal References is CCSLs is on the basis that it is a legitimate interest of the Bishop as established by the Promoting a Safer Church policy statement 2017 www.churchofengland.org/sites/default/files/2017-11/cofe-policy-statement.pdf and is necessary to ensure your suitability to undertake ministry.
- In so far as the personal data relates to "special categories of personal data" and/or criminal conviction and offence data, this will be processed on the basis that it is necessary for reasons of substantial public interest on the basis of UK law in order to protect members of the public from harm, including dishonesty, malpractice and other seriously improper conduct or for safeguarding purposes, as established by the Practice Guidance: Safer Recruitment – Permission to Officiate policy: <https://www.churchofengland.org/sites/default/files/2019-07/PTO%20Safer%20Recruitment%20Practice%20Guidance.pdf> and is compliant with the Diocese of York Data Protection Policy.
- Processing for the purposes of contacting you as part of your ministry is a legitimate interest and legitimate activity of the bishop who has oversight of ministry undertaken in the diocese. The processing is necessary to ensure there are sufficient ordained and lay ministers of the required gifts and qualities who are effectively deployed to enable the Church of England to fulfil its mission, and to support those ministers in their calling, development, ministry and retirement.

Personal data about you provided by 3rd Parties, including special category data:

- a. The Diocesan Bishop – Letter of authorisation
- b. The Designated Responsible Person – Statement of agreed expectations
- c. Diocesan Safeguarding Advisor – Partial Exemption for training

Purpose for processing 3rd Party data:

- a. To maintain a public national register of clergy with PTO.
- b. To provide the Archbishop with details of the ministry undertaken by you under your PTO.
- c. To record any partial exemption from the usual Safeguarding Training requirements due to exceptional circumstances, and what these circumstances are.

Lawful basis for processing 3rd Party data:

- a. Processing is necessary for reasons of substantial public interest, to enable members of the public to be assured of your authority to undertake ministry.
- b. Processing is a legitimate interest and legitimate activity of the Bishop who has oversight of ministry undertaken in the diocese.
- c. Processing of your partial exemption from safeguarding training is on the basis that it is in the legitimate interest of the Bishop and for substantial public interest in ensuring that appropriate safeguarding arrangements have been established, according to the Safeguarding Training and

Development Practice Guidance <https://www.churchofengland.org/sites/default/files/2021-06/SafeguardingLearningAndDevelopmentFramework2021.pdf>

- d. and is compliant with the <https://dioceseofyork.org.uk/running-your-church/data-protection/>

Sharing your personal data

The personal data provided by you and by the Designated Responsible Person and Diocesan Safeguarding Advisor will be treated as strictly confidential and will be shared only when necessary, with institutional bodies that comprise the Church of England for the purposes of administrative functions in connection with your role. If there is a need to share your personal data outside the Church of England, this will be done with your consent, unless required by other lawful obligations.

Data provided by the Bishop will be shared with:

- the diocesan office, for inclusion in the diocesan database and any publicly available diocesan listing of authorized ministers. This will also be used by diocesan office to contact you as part of your ministry in this diocese (including official diocesan communications and material circulated to authorised ministers in relation to Safeguarding)
- the Crockford team, so they can include your PTO details in the public national register and is necessary for reasons of substantial public interest, to enable members of the public to be assured of your authority to minister, as established by the <https://www.churchofengland.org/sites/default/files/2018-07/House%20of%20Bishops%20Policy%20on%20PTO%20July%202018.pdf>.

How long will your personal data be held?

Your personal data will be kept no longer than reasonably necessary for the periods and purposes as set out in the attached retention table found here: <https://www.churchofengland.org/sites/default/files/2021-08/Personal%20Files%20Relating%20to%20Clergy%202021%20Edition.pdf>

Your rights regarding your personal data

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 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 to request the personal data provided by you is erased where it is no longer necessary for the Bishop 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 personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

Contact Details

To exercise all relevant rights, queries or complaints please contact:

The Ven Mark Steadman
Chief of Staff to the Archbishop of York
Bishopthorpe Palace
Bishopthorpe
York
YO23 2GE

office@archbishopofyork.org

You can contact the Information Commissioners Office via <https://ico.org.uk/global/contact-us>