




**International Bible Training Institute**  
Impact the nations with your vocation

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## **PERMISSION FORM TO DISCLOSE PERSONAL AND SPECIAL CATEGORY DATA<sup>1</sup> (2019)**

**(To be completed by the data subject).**

	<p>The information that you supply via this form will be entered into a filing system and will only be accessed by authorised persons of the IBTI. The information will be retained by the IBTI and will only be used for the purpose of (a) processing your Subject Access Request, and (b) summary information for statistical and audit purposes. By supplying such information you consent to the IBTI storing the information for the stated purposes. The information is held by the IBTI in accordance with the provisions of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) law.</p>
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The College collects, holds and processes personal data relating to its staff, volunteers, students, sponsors, donors, supporters and anyone else about whom we collect personal data, in accordance with the Data Protection Act 2018 and the GDPR law. The information that is provided is used for the administration, marketing, planning and management of the work of the college, student education and training and administering of student and College funding.

To comply with the Data Protection Act (2018) and the GDPR law we must tell you how we use personal information, collected by paper, electronically, telephone calls, surveys, audio, video and on-line applications on the web data and ask for your permission. By signing this form you are providing your permission for us to process your data for the purposes stated below as well as in the Student privacy notice document.

The College may be legally required to pass on some of this data to various agencies, government departments and local authorities. In this case the information is used for the exercise of functions of these government departments and to meet statutory requirements. The IBTI may share some information with other organisations, charities and churches with which it collaborates and where necessary regarding a student's placement and outreaches. The information that students provide may also be shared with awarding bodies, other organisations for education, training, volunteer work, employment and wellbeing-related purposes. If requested, information may be shared with the Police in relation to a crime.

Further information about the use of, and access to, your personal data and details of organisations with which we may share data, you can get from the Data Protection Officer at IBTI, Gordica Karanfilovska, personally, via email [policies.data@ibti.org.uk](mailto:policies.data@ibti.org.uk). All information provided will be dealt with in accordance with the College Data Protection Policy. Personal information will not be passed on to other organisations for their own marketing or sales purposes.

The legal basis of IBTI processing your personal data is based on consent and IBTI's legitimate interest. For your benefit we keep your academic record and relevant personal data related to your time as a student here with us. The retention period for these records should reflect the need to fulfil this obligation over long periods of time, perhaps for the lifetime of the student (permanent retention). Your personal data that IBTI uses to communicate with you will be kept until you withdraw your consent.

<sup>1</sup> Special category data is personal data which the GDPR says is more sensitive, and so needs more protection. They are: the racial or ethnic origin; politics; religion; trade union membership; genetics; biometrics (where used for ID purposes); health; sex life; or sexual orientation data.



An approved ASIC & NCFE Centre



REGISTERED CHARITY  
No. 1173899

Under GDPR you have the following rights as individuals: the right to be informed, the right of access, the right to rectification, the right to erasure, the right to restrict processing, the right to data portability, the right to object and rights in relation to automated decision making and profiling. If you feel any these have been not respected then feel free to contact the IBTI Data protection officer, personally, via email or you can contact directly the Information Commissioner’s Office.

The data that we collect are: personal details (name, address, date of birth), phone numbers, email addresses, gender, photographs, academic marks, appraisals, references, disciplinary information, health and disability information, ethnicity data, dietary requirements, information regarding your skills, hobbies and interests, any other legitimate personal data relating to academic and pastoral support.

Primary purposes for processing student information are:

- To enable effective communications with you.
- To support your training, health, safety and welfare / pastoral care requirements.
- To administer the financial aspects of your relationship with us and any funders, e.g. payment of students’ lodging, provision of funds.
- Security and crime prevention.
- To manage your use of facilities and participation in events (e.g. computing, including email accounts and internet access, libraries, accommodation, functions, graduation).
- To facilitate your education, record the details of your studies (registration, progress monitoring, including any placements with external organisations, calculation and publication of assessments, provision of references).
- Administration of applications (receiving and processing applications, compilation of statistics, assessments of applications).
- To operate security, disciplinary, complaint and quality assurance processes and arrangements.
- To produce statistics and research for internal and statutory reporting purposes.
- To monitor our responsibilities under equalities legislation.

This is not an exhaustive list but sets out the primary reasons the IBTI handles student personal data.

<b>1: Please provide the following information to confirm your identity</b>	
Your full name	
Your date of birth	
Your current home telephone and mobile number	
Your current e-mail address	
Your date of starting your study at the IBTI	
Your home address	
<b>3: To be completed by an applicant</b>	
I certify that I am the data subject and the information given above is correct to the best of my knowledge and belief. I am aware that the IBTI will create and maintain computer (photo, audio and video) and paper records on me, both during my course and after I leave the IBTI.	

I understand and I consent that the IBTI will process my personal and special category data strictly in accordance with the Data Protection Act 2018 and GDPR law both internally within the IBTI and externally to other awarding bodies or governmental departments to protect my or another person's vital interests and also in an emergency my data may be disclosed to others for medical reasons.

- The data collected by IBTI will be used for the purpose of IT administration within the IBTI and will not be disclosed to any external sources without your express written consent.

I agree:  I disagree:

- The data collected by IBTI, photos, audio and video records during my studies and after graduation may be used for the purposes of marketing and promoting the IBTI. The data will not be disclosed to any organization not associated with the IBTI.

I agree:  I disagree:

- Contact details (e.g. email address, phone number) collected by IBTI will only be used for the purpose of students' and IBTI course administration, but may be disclosed to:

- a) Appropriate bodies/organizations associated with IBTI. I agree:  I disagree:
- b) Former IBTI students. I agree:  I disagree:

- The IBTI may share your personal information with other organisations, charities and churches with which it collaborates and where necessary regarding a student's placement and outreaches.

I agree:  I disagree:

- You may be contacted after you have completed your programme at IBTI for further collaboration with IBTI and its projects. Please, indicate below if you do not want to be contacted.

No, thank you, I don't wish to receive any communication from IBTI.

Yes, I want to stay connected by receiving communication from IBTI via (choose one or more of the options below by putting X)

- Email - I want:  I don't want:
- Phone - I want:  I don't want:
- Post - I want:  I don't want:
- Text - I want:  I don't want:

- Please write down in which other situation that is not mentioned above you don't want your personal or special category data to be disclosed:

I hereby give my consent to the disclosure of my personal and special category data for the above purposes named in this document and Student privacy notice<sup>2</sup>.

After giving this consent you can change your mind at any time about how we communicate with you in the future if you call us or send an email to [policies.data@ibti.org.uk](mailto:policies.data@ibti.org.uk).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>2</sup> For more detailed information about the use of your data, please see the Student privacy notice that you find in the IBTI Library in the IBTI Policies file.