

SWMTC DATA PROTECTION NOTICE

South West Ministry Training Course (SWMTC) is a data controller (registry number Z671961) and is registered with the Information Commissioner's Office (<http://www.ico.gov.uk>) as required under the Data Protection Act 1998. SWMTC will only process your personal data in accordance with our notification and current Data Protection legislation. The list of non-obvious disclosures and sensitive information is not exhaustive, but is intended to provide you with an idea of the various kinds of processing of data that we may need to undertake throughout your programme of study.

Non-Obvious Disclosures

- * Personal data will be released to churches where SWMTC students are involved in placements.
- * SWMTC will disclose limited information in connection with your academic progress to sponsors, loan organisations and scholarship schemes to enable such organisations to establish eligibility for the sponsorship/loan/award; such information will only be released to those bodies that have a formal contract with the student they are sponsoring.
- * At the end of your programme of studies, information relating to your award will be disclosed to third parties who have a legitimate interest to receive such information, without further recourse to you. For example, SWMTC may disclose this information to a sponsoring church, prospective employer or education provider, or may notify your previous school or college of your award.
- * Should you fall into arrears of payment to SWMTC, it may disclose personal data to a third party to enable it to pursue and recover the debt from you. Third parties may include solicitors, agents appointed by SWMTC (for example, debt recovery and tracing agents) and the Courts.
- * For accreditation purposes SWMTC will be sharing some of your personal data with the University of Exeter. Please see http://admin.exeter.ac.uk/academic/datapro/data_protection/Guidance/studentdnotice.pdf for details of the University of Exeter's data protection policy.
- * SWMTC may disclose your name, address and details of study to City or County Councils so that your liability for Council Tax may be established.

Sensitive Personal Data

- * Medical certificates supplied to SWMTC by a medical practitioner in connection with an illness will be kept on your record file throughout your programme of study. This information may need to be processed by the Board of Examiners for assessment purposes.
- * Information relating to your attendance record and/or health may be disclosed within references to a third party requesting such information. Information concerning your physical or mental health may be disclosed within SWMTC so that a proper level of care or facilities may be provided.