



TYNDALE
Theological Seminary

Privacy Notices for Current Employees / Volunteers / Board Members

This page provides information about the use of Personal Data while you are a staff member, volunteer, board member, consultant, or visiting lecturer (hereafter this group is referred to as “staff”) at Tyndale Theological Seminary. As staff you also have certain legal responsibilities to protect the Personal Data of other individuals (Data Subjects).

Your personal data – what is it?

“Personal Data” means any information that relates to or identifies you as an individual.

How will Tyndale process your personal data?

Tyndale Theological Seminary will process your personal information. Tyndale complies with its obligations under the EU Data Protection Law by keeping Personal Data up to date, by storing it securely, by not collecting or keeping excessive amounts of data, by protecting Personal Data from loss, misuse, unauthorized access and disclosure and by ensuring that appropriate technical measures are in place to protect Personal Data.

What personal data will be processed?

Tyndale Theological Seminary will use the information you provide on your curriculum vitae (CV), resume or similar documents, together with any additional information provided by your references and any information given throughout the interview process. We will maintain various financial and administrative records as legally required. (For example, we keep certain information to facilitate our payroll process.) We will also add new data during your time with us including things like publications, honors received, syllabi, class evaluations and administrative reviews.

Your Personal Data is created, stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between Tyndale departments. Access to your Personal Data is limited to the Tyndale staff who have a legitimate interest in it for the purpose of carrying out their duties for you as our staff, and our use of your Personal Data will not exceed fulfilling these purposes.

In addition, the Seminary may process limited information about you that the law classifies as “sensitive” or “special category” Personal Data. This includes information concerning your ethnicity, religious beliefs or health/disability that we may use for planning and statistical purposes, or in order to provide care or help in adjusting to seminary life. These items require additional security protocols. The Seminary will seek to provide you with further details about our use of any such data before we obtain it from you.

What is the legal basis and purpose of the processing?

Tyndale Theological Seminary will process your Personal Data referred to above for various purposes, including:

- To administer payroll and other standard employment functions
- For immigration requirements
- To administer evaluation processes such as those related to performance, disciplinary issues and grievances
- For research and statistical purposes (but no information which could identify you will be given)
- For security monitoring (e.g. entrance to the buildings)
- To deliver and monitor facilities including things such as library and IT
- To communicate effectively with you by post, email, and phone
- To support you in implementing any health-related adjustments to your work environment
- To support your training requirements
- To enable us to contact someone in the event of an emergency (we will assume that you have gotten permission from the individuals before you supply their contact details).
- For accreditation requirements

We consider the processing of your Personal Data for these purposes to be either necessary for the performance of our contractual relationship with you (e.g. your employment contract) or necessary for compliance with a legal obligation (e.g. immigration requirements). We require you to provide us with any reasonable data that is necessary to administer your contract. If we require your consent on any specific use of your Personal Data, we will obtain it at the appropriate time and you have the right to withdraw this at any time. Tyndale does not use any automated decision-making tools, so your information will not be used in that manner.



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With whom will your personal data be shared?

As described above, your Personal Data is shared with relevant staff at the Seminary on a need to know basis. In addition, it is shared as permitted or required by law, on a confidential basis, with external organizations, including the following:

- Where relevant and as required and/or notified to you, your mission organization
- Where relevant and as required, Dutch visa and immigration services in order to act as a sponsor for visa purposes
- Companies or organizations providing specific services to, or on behalf of Tyndale Theological Seminary (e.g. payroll processing companies).
- Prospective sponsors
- Accreditation Agencies
- Where relevant and as required, auditors

We will provide references about you to an external organization where you have asked us to do so. We will include your basic contact details in the Tyndale Address List that is accessible for faculty and staff. We also maintain a website with limited profiles. The simplest usual format includes a picture, position held, a short personal summary and latest job. In terms of regular faculty, educational background and publications are also published. You have the right to have any portion of these items withdrawn from the website. Tyndale's Annual Report also publishes much of this same information.

On occasion, the above types of sharing may involve the transfer of your Personal Data outside the European Economic Area (EEA) (e.g. to report to a mission agency). Such transfers are usually necessary in order to meet our contractual obligations with you and are carried out with the appropriate safeguards in place to ensure confidentiality and security of your Personal Data.

Other than as set out above, we will not publish or disclose any Personal Data about you to other external inquirers or organizations unless you have requested it and consented to it, or unless it is in your vital interests to do so (e.g. in an emergency situation).



How can you access your personal data?

You have the right to receive details of the Personal Data concerning you which is stored and processed by Tyndale Theological Seminary. Further details are set out in the "Data Subject Access Request Form."

You also have the right to ask us to correct any inaccurate Personal Data we hold about you, to delete Personal Data, or otherwise restrict our processing, to object to processing or to receive an electronic copy of the Personal Data you provided to us. These requests will be processed with consideration of the exceptions provided within the law.

How long do we keep your personal data?

We store your Personal Data as part of your staff record for the duration of your relationship with Tyndale. After you leave certain records are retained indefinitely so that the details of your time at Tyndale can be confirmed and for statistical and historical research. Information about how long different types of information are retained by Tyndale Theological Seminary is published in the Record Retention Policy.

Who can you contact?

If you have any questions about how your Personal Data is used please consult first our Data Protection Policy. If you need further assistance, please contact the Seminary at info@tyndale-europe.edu.