



TYNDALE
Theological Seminary

Privacy Notices for Former Employees / Volunteers / Board Members

This page provides information about the use of Personal Data for a former staff member, volunteer, board member, consultant, or visiting lecturer who is no longer serving at Tyndale Theological Seminary. As former 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. The Seminary shares your personal information interdepartmentally for different academic, administrative and statistical purposes in accordance with agreed procedures. 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 keep your staff file which includes such Personal Data as your name, home address, date of birth, email address, phone number, marital status, name of your spouse, educational background, various financial and administrative records, and in the case of faculty, syllabi and class evaluations will also be retained according to our Records Retention Policy.

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, and our use of your Personal Data will not exceed fulfilling these purposes.



In addition to this, the Seminary may process some information about you that is classified 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. 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:

- For immigration requirements
- For research and statistical purposes (but no information which could identify you will be given)
- To communicate effectively with you by post, email, and phone
- 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 to you (e.g. past work history) or necessary for compliance with a legal obligation (e.g. accreditation). 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.

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
- Accreditation Agencies
- Where relevant and as required, auditors
- We will provide references about you to external organizations where you have asked us to do so. In the case of faculty, upon teaching at Tyndale you will be listed in Our Academic Legacy on the website. You have the right to have any portion of your listing withdrawn from the website.



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On occasion, the above types of sharing may involve the transfer of your Personal Data outside the European Economic Area (EEA) (e.g. your request for a reference). 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 generally 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 that 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, or to object to communications or direct marketing. These requests will be processed in 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.