



TYNDALE
Theological Seminary

Privacy Notices for Prospective Employees / Volunteers

This page provides information about the use of Personal Data provided by prospective employees and volunteers to Tyndale Theological Seminary.

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 as part of the interview and hiring process or to provide additional information to an Inquirer. 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 with your inquiry to answer your questions. Once you reach the stage of applying for an open position, Tyndale 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.

What is the legal basis and purpose of the processing?

Tyndale Theological Seminary will process the Personal Data referred to above for the purposes of processing your CV, resume or similar document, verifying the information provided and assessing your ability for the job description (including checking past work history), deciding whether to offer you a place of employment or as a volunteer, and communicating that outcome together with any feedback.



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We may also use or disclose the information provided for the following purposes:

- For immigration requirements
- As requested by you, to help us make reasonable adjustments for any disability
- For research, statistical and accreditation purposes

We consider the processing of your Personal Data for these purposes to be either necessary for us to make a decision about establishing a formal relationship with you or necessary for compliance with a legal obligation (e.g. immigration requirements). No employment or volunteer appointment decisions are automated.

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:

- With your mission organization if applicable
- 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).

How is your Personal Data used if you receive a position as staff or volunteer?

If you are appointed, we will use your personal information for the purposes described in the Tyndale Theological Seminary Privacy Notice for Employees/Volunteers/Board Members. This information will be provided to you in your offer of a position.

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."



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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 in consideration of the exceptions provided within the law.

How long do we keep your personal data?

We store your Personal Data for as long as necessary to complete the interview and hiring process. If you receive a position as an employee or volunteer, your data will be kept as part of your staff record for the duration of your employment or volunteer time. If you are not offered a position, your data will normally be kept for not more than one year after the completion of the hiring process. Information about how long different types of information are retained by Tyndale Theological Seminary is published in our 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.