



Coventry Diocesan Board of Education

The DBE empowers others to be courageous, equipping them to deliver excellent Christian education so that all will flourish to achieve their full human potential



DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation ("the GDPR").

2. Who are we?

Coventry Diocesan Board of Education (company registration number 3663851 and a registered charity no. 1091145, referred to in this notice as "the DBE") is the data controller. This means it decides how your personal data is processed and for what purposes. Contact details for the DBE are shown at the end of this notice.

3. How do we process your personal data?

The DBE complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We may use your personal data for the following purposes: -

- To enable us to perform our statutory duties under the Diocesan Boards of Education Measure 1991 and our primary purpose which is to promote or assist in the promotion of education in the Diocese of Coventry, being education which is consistent with the faith and practice of the Church of England;
- To administer records of governors and staff of Church of England schools within the Diocese of Coventry;
- To assist in the recruitment and performance management of head teachers and senior staff at our schools;
- To administer Appeals to Church of England Schools within the Diocese of Coventry;
- To respond to parental requests or complaints about a school;
- To fundraise and promote the interests of the charity;
- To manage employees and volunteers;
- To maintain our own accounts and records, including customer and supplier records;
- To inform you of news, events, activities and services we provide;

- To share your contact details with the Diocesan office, clergy and PCC's so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.

4. What is the legal basis for processing your personal data?

- Processing is necessary for carrying out legal obligations
 - under the Diocesan Boards of Education Measure 1991;
 - to comply with safeguarding procedures and obligations;
 - under employment, social security or social protection law, or a collective agreement;
- Processing may be carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.
- We will obtain explicit consent of those who wish to be kept informed about news, events, activities and services and about diocesan events.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other Church or Education officers to carry out a service or for purposes connected with education. We will only share your data with other third parties with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the recommendations of the records management guide produced by the Church of England Record Centre. These state that the agendas, signed minutes and reports of the DBE should be retained permanently and ultimately be deposited at the DRO. Trust deeds and Instruments of Government should be retained permanently in the diocesan registry. Files relating to individual schools should be retained for the life time of the school and if closed deposited with any admission registers and log books at the DRO. Policy files should be appraised after 10 years and, if they contained significant information concerning the evolving education practice and management of Church schools, should be deposited at the DRO. Certain records require only to be kept for a limited period of time and these include general claims for voluntary schools (7 years).

Records pertaining to Appeals for places at schools are held for two years and then destroyed. Databases of school governors and senior staff are maintained on a rolling basis and out of date versions are destroyed. Details of former employees are kept for seven years.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the DBE holds about you;
- The right to request that the DBE corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the DBE to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact:
Mr Peter Rigby (Business Manager) via email at peter.rigby@covcofe.org

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.