



## **Data Privacy Notice for:**

### **Leicester Diocesan Board of Education Diocese of Leicester Educational Trust Diocese of Leicester Educational Services**

#### **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?**

The Leicester Diocesan Board of Education<sup>1</sup> is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

#### **3. How do we process your personal data?**

The Diocese of Leicester complies with its obligations under the "GDPR" by:

- keeping personal data up to date
- storing and destroying it securely
- not collecting or retaining excessive amounts of data
- protecting personal data from loss, misuse, unauthorised access and disclosure
- ensuring that appropriate technical measures are in place to protect personal data

We use your personal data for the following purposes:

- To enable us to provide a service for the benefit of education within the Diocese of Leicester
- To administer records of Governors and Headteachers
- To manage our employees and volunteers
- To maintain our own accounts and records
- To inform you of news, events, activities and services running either within the Diocese of Leicester or further afield through mailings (by email &/or hard copy)

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<sup>1</sup> For the purposes of this notice, Leicester Diocesan Board of Education also includes the Diocese of Leicester Educational Trust.

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided that 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 except as set out set out in 5 below.

#### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared within the Leicester Diocesan Board of Education.

Personal data relating to Foundation Governors will be shared with the relevant Local Authority.

Personal data relating to employees of the Diocesan Board of Education will be shared with the Leicester Diocesan Board of Finance.

#### **6. How long do we keep your personal data?**

We keep data in accordance with the guidance set out in the guide “Save or Delete: the Care of Diocesan Records” which is available from the Church of England website at

<https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

#### **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 Leicester Diocesan Board of Education holds about you
- The right to request that the Leicester Diocesan Board of Education 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 Leicester Diocesan Board of Education 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)
- 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)
- 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 the Diocesan Director of Education at St Martin's House, Peacock Lane, Leicester, LE1 5PZ.

Alternatively, 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.

## **Approving and reviewing**

This policy was approved by the board in May 2022 will be reviewed in 2024.