Data Privacy Notice for:

Leicester Diocesan Board of Education
Diocese of Leicester Educational Trust

1. Your personal data – what is it?

Personal data is any information relating to an identified or identifiable living person. The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who are we?

The Leicester Diocesan Board of Education and the Diocese of Leicester Educational Trust ("the DBE", "we", "us" or "our") are data controllers for the purposes of UK data protection legislation. This means that we determine how your personal data is processed and for what purpose.

3. How do we process your personal data?
The Diocese of Leicester complies with its obligations under UK 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)

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

We process personal data under one or more of the following lawful bases:

- Consent

- Performance of a contract
- Compliance with a legal obligation
- Protection of vital interests
- Performance of a task carried out in the public interest
- Legitimate interests pursued by the DBE

Where we process special category data, we do so in accordance with Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018.

5. Sharing your personal data

We will treat your personal data as confidential and only share it where necessary and lawful to do so.

Recipients may include:

- Schools and academies within the Diocese of Leicester
- Local Authorities
- Diocese of Leicester and associated organisations
- Professional advisers, auditors and insurers
- IT and cloud service providers
- Regulatory bodies and government agencies where required by law

We will not sell your personal data to third parties.

We do note routinely transfer personal data outside the United Kingdom. Where such transfers are necessary, we will ensure appropriate safeguards are in place in accordance with UK GDPR requirements.

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 UK 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

If you have any questions about this notice or wish to exercise any of your rights under data protection legislation, please contact:

Diocesan Director of Education
St Martin's House
7 Peacock Lane
Leicester
LE1 5PZ

Email: officedbe@leicesterdbe.org

You also have the right to complain to the Information Commissioner's Office (ICO):

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113
Website: https://www.ico.org.uk

Approving and reviewing

This policy is reviewed annually.