

DATA PRIVACY NOTICE BATH AND WELLS DIOCESAN BOARD OF EDUCATION

1. Who are we?

The Bath and Wells Diocesan Board of Education is a statutory body established under the Diocesan Boards of Education Measure 1991(as amended) and other legislation.

The functions of the Board are set out in the 1991 Measure and include:

- to promote or assist in the promotion of education in the diocese, being education which is consistent with the faith and practice of the Church of England;
- to promote or assist in the promotion of religious education and religious worship in schools in the diocese;
- to promote or assist in the promotion of church schools in the diocese and to advise the governors of such schools and trustees of church educational endowments and any other body or person concerned on any matter affecting church schools in the diocese;

This Notice sets out what data is held by the Diocesan Board of Education, and the purposes for which we hold it.

For the purposes of data protection, the Bath and Wells Diocesan Board of Finance (DBF), a company limited by guarantee and a registered charity, is the data controller for the Diocesan Board of Education. This means that the DBF decides how your personal data is processed and for what purposes.

2. Your personal data.

Personal data means any information relating to an identified or identifiable natural person (known as the “data subject”). The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

3. Why do we hold your personal data?

- to enable us to support the mission of the Church of England in this Diocese;
- to carry out our statutory functions as set out the 1991 Measure, including the following:
- to promote education in the Diocese which is consistent with the faith and practice of the Church of England;
- to promote or assist in the promotion of religious education and religious worship in schools in the diocese;
- to promote or assist in the promotion of church schools in the diocese and to advise the governors of such schools and trustees of church educational endowments

www.bathandwells.org.uk

The Bath and Wells Diocesan Board of Finance
The Old Deanery, Wells, Somerset, BA5 2UG

A company limited by guarantee. Registered in England Number 139557. Registered Office as above.
Registered Charity Number 249398.

and any other body or person concerned on any matter affecting church schools in the diocese;

- to communicate with head teachers, teachers, school staff, governors, parents, children.
- to provide support, including advice, training and professional development;
- to manage schools and other property;
- to manage our employees and volunteers;
- to maintain our own accounts and records;
- to provide funds to support schools in this diocese;
- to manage trusts;
- to manage our website;
- to inform the people listed in paragraph 4 below of news, events, training, and services running either within the Diocese of Bath and Wells or further afield through: -
 - Mailings (by email &/or hard copy)
 - Newsletters through a subscription email service from which you can unsubscribe at any time (eg Connect)
- To enable us to provide a service for the benefit of the public within this diocese, and to respond to enquiries or complaints from members of the public who approach the diocese for any reason.

4 What data do we hold?

To enable us to carry out our mission as set out in paragraphs 1 and 3 above, we hold the personal data of: -

- Head teachers, teachers and school staff;
- Governors and clerks;
- Members of the Diocesan Board of Education and its Committees and working groups;
- Pupils, in some cases;
- Staff employed by the Diocesan Board of Finance;
- Job applicants;
- Contractors;
- DBE volunteers;
- Course providers;
- SIAMS inspectors.

We hold the following personal data:

- Personal and contact details
- Family details in some circumstance
- Office or role in the Diocese (eg head teacher; clerk to the governors; member of the Board of Education)
- Courses or training events attended
- Financial details, where needed to make payments.

5 How do we comply with the GDPR?

www.bathandwells.org.uk

The Bath and Wells Diocesan Board of Finance

The Old Deanery, Wells, Somerset, BA5 2UG

A company limited by guarantee. Registered in England Number 139557. Registered Office as above.

Registered Charity Number 249398.

In holding data on behalf of the Diocesan Board of Education, the Bath and Wells Diocesan Board of Finance complies with its obligations under the GDPR by: -

- keeping personal data up to date (we rely on you to help us do that by letting us know of changes locally);
- storing it securely;
- only collecting the data we need for specific purposes and not using it for any other purpose without consent;
- only collecting the data we need for the purpose we are using it;
- protecting personal data from loss, misuse, unauthorised access and disclosure;
- ensuring that appropriate technical measures are in place to protect personal data.

6. What is the legal basis for processing your data?

We hold your data for one or more of the following reasons:

- to enable us to carry out our mission as set out in paragraphs 1 and 3 above we have a “legitimate interest” in holding your data;
- to comply with our legal obligations eg to arrange appointments to the Diocesan Board of Education and other bodies;
- for the performance of a contract to which you are a party;
- to protect the vital interests of the data subject or where that person is incapable of giving consent;
- for the performance of a task carried out in the public interest;
- consent: where your data is used other than in accordance with one of the above reasons, we will first obtain your consent to that use;
- as a not-for-profit religious organization the DBF is permitted to process information about your religious beliefs to administer membership or contact details, 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 except as set out set out in paragraph 7 below.

7. Sharing your personal data

The DBE holds data on the following systems where processing is necessary for the purposes of legitimate interests pursued by the DBE or the DBF. We may need to share your personal data within the DBF or the DBE; with other bodies within the Church of England; and with other individuals or bodies as set out below, to carry out our legitimate interests as the DBF or the DBE or where necessary to discharge our legal obligations.

The Diocesan Contact Management System (CMS) is an online Church of England Portal which includes personal data (contact details) of head teachers, teachers, school staff, governors, and members of the DBE and others listed in paragraph 4 above. The Diocesan Board of Finance shares personal data via the Diocesan Contact Management System (CMS) between the following: -

- Staff of the Bath and Wells Diocesan Board of Finance(which includes DBE staff)
- Trustees and Directors of the Bath and Wells Diocesan Board of Finance
- Members of the Bath and Wells Diocesan Board of Education

www.bathandwells.org.uk

The Bath and Wells Diocesan Board of Finance

The Old Deanery, Wells, Somerset, BA5 2UG

A company limited by guarantee. Registered in England Number 139557. Registered Office as above.

Registered Charity Number 249398.

- The Bath and Wells Multi-Academy Trust and other Academy Trusts
- The office of the Bishop of Bath and Wells and the Bishop of Taunton
- The Archdeacon of Bath
- The Archdeacon of Taunton
- The Archdeacon of Wells
- The Diocesan Registrar
- The Chancellor for the Diocese of Bath and Wells
- The Diocesan Advisory Committee
- Wells Cathedral
- Clergy within the diocese
- PCC officers and volunteers within the Diocese

Personal data is also held on the following externally provided databases:

- People HR (employment records)
- Star Payroll/E pay slips (salary/tax/pension/fit notes/maternity and paternity/personal records)
- Dimensions (accounts/bank details)
- Propman (contact and property details/current office holders)
- IMASS (medical records)
- To provide electronic newsletters eg Connect (e-bulletins)

8. How long do we keep your personal data?

We keep data in accordance with our legal requirements and the guidance set out in the guide “Save or Delete: the Care of Diocesan Records” which is available from the Church of England <https://www.churchofengland.org/sites/default/files/2017-11/Save%20or%20Delete%20-%20The%20Care%20of%20Diocesan%20Records.pdf>

9. 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 DBF holds about you (this is called a “data subject access request” and we have published a separate policy on this.
- The right to request that the DBF 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 DBF;
- 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.

www.bathandwells.org.uk

The Bath and Wells Diocesan Board of Finance

The Old Deanery, Wells, Somerset, BA5 2UG

A company limited by guarantee. Registered in England Number 139557. Registered Office as above.

Registered Charity Number 249398.

10. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy 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.

11. Contact Details

If you have any queries about data protection and the Diocesan Board of Education please contact Peter Evans at data.protection@bathwells.anglican.org

Tel 01749 685108

You can contact the Information Commissioner's 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

www.bathandwells.org.uk

The Bath and Wells Diocesan Board of Finance

The Old Deanery, Wells, Somerset, BA5 2UG

A company limited by guarantee. Registered in England Number 139557. Registered Office as above.

Registered Charity Number 249398.