

## PRIVACY NOTICE: HOW WE USE YOUR INFORMATION

### 1. Your personal data what is it?

Personal data relates to a living individual who can be identified from that data. Data for example can be a name, photograph, email address, bank details, posts on social networking websites, medical information, or a computer IP address. Identification can be by the data 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 (GDPR).

### 2. Who are we?

Manchester Diocesan Board of Education is a registered charity and the financial and administrative body for the Church of England in the Diocese of Manchester.

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

Manchester Diocesan Board of Education complies with its obligations as a data controller 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; and
- ensuring that appropriate technical measures are in place to protect personal data.

### 4. Why do we process your personal data?

We use your personal data for the following purposes described in the Diocesan Board of Education Measure of 1991.

The statutory functions of a Board as being:

- 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 persons concerned on any matters affecting church schools in the Diocese;
- to promote co-operation between the Board and bodies or persons concerned in any respect with education in the Diocese;
- other specific functions assigned to the Board by the Measure; and
- such other functions not contrary to the Measure as are assigned to the Board by the Diocesan Synod, other than functions relating to church schools or church educational endowments.

**Certain other requirements relating to the partnership between schools and their DBE are laid down in law:**

- Voluntary Aided schools are **required to invite** the Diocesan Director of Education, or his/her representative, to offer advice on the appointment of headteachers and deputy headteachers, if a representative of the LA Director has also been invited. (In the Diocese of Manchester, Voluntary Controlled schools, by agreement, follow the same procedure.)
- All church schools are required to have a Statutory Inspection of Anglican and Methodist Schools (SIAMS) under section 48 of the Education Act 2005.
- Governors of CE schools are required by the 1991 DBE Measure to **obtain the permission** of the Board of Education before carrying out any work on the school building.
- **(j)** Church schools that wish to apply to become academies **must have the explicit consent** of the Board of Education, and Church schools that wish to expand to three forms of entry must explain their decision, in person, to the Board of Education.
- To inform you of news, events, activities, training and services running either within the Diocese of Manchester or further afield that are relevant to your role through mailings (by email and/or hard copy), and Enews (a subscription email service from which you can unsubscribe at any time).

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

- Most processing is necessary for our legitimate interests or the legitimate interests of a third party.
- We also process data to enable us to meet our legal, contractual and statutory obligations. Examples would be to maintain the Christian Distinctiveness of a school.

## **6. Sharing your personal data**

Your personal data will be treated as confidential. We sometimes need to share the data we process with you and also with others. It will only be shared with third parties where it is necessary for the performance of our work or with your prior consent. We will need to share your data with some or all of the following:

- The appropriate bodies of the Church of England including other data controllers such as the Bishop of Manchester or the National Church Institutions;
- Our agents, servants and contractors.
- Diocesan officers, bishops, archdeacons, officeholders and other clergy or lay persons nominated or licensed to support the mission of the Church of England in the Diocese.
- Other persons or organisations operating within the Diocese of Manchester including, where relevant, the Dean and Chapter of Manchester Cathedral, the Diocesan Registry and the Chancellor of the Consistory Court for the Diocese of Manchester;
- Statutory consultees such as Historic England
- Local and central government and statutory undertakers such as utility companies in respect of supplies of energy to a property.

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

We will keep some records permanently (such as minutes of our Committees and Board meetings) or for an extended period of time if we are legally required to do so. We aim to keep data only for as long as is necessary and we may delete it when it is no longer needed.

## **8. 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 we hold about you;

- The right to request that we correct 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 us to retain such data;
- The right to withdraw your consent to the processing at any time, which you can easily do by email, in writing or by telephone using the contact details below;
- The right to data portability which is to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller;
- 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.

## **9. Further processing**

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

## **10. Contact Details**

To exercise all relevant rights and make queries or complaints please in the first instance contact the Data Protection Officer at: Church House, 90 Deansgate, Manchester M3 2GH Telephone: 0161 828 1400  
Email: [database@manchester.anglican.org](mailto:database@manchester.anglican.org)

Alternatively, you can contact the Information Commissioners Office: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF Telephone: 0303 123 1113 Email: <https://ico.org.uk/global/contact-us/email/>