



London Diocesan Board for Schools
CITY & DIOCESE OF LONDON VOLUNTARY SCHOOLS FUND
Privacy Notice

Under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold on you, including what we use it for, who we share it with, and for how long we keep it. This privacy notice (also known as a fair processing notice) aims to provide you with this information. If it, or any information linked to this Privacy Notice is unclear, please contact our Data Protection Officer David Coy on david.coy@london.anglican.org

We, CITY & DIOCESE OF LONDON VOLUNTARY SCHOOLS FUND, part of the London Diocesan Board for Schools at 36 Causton Street, London, SW1P 4AU are the Data Controller for the purposes of data protection law.

Please use the hyperlinks below to move to the relevant section which applies to you.

[Trustee Information](#)

[Applicant Information](#)

[Referee Information](#)

[General Information Applicable to All](#)

TRUSTEE INFORMATION

1. The categories of Trustee information that we collect, hold and share include but are not limited to:

- personal information (such as name, address, national insurance number).
- contact details and preference (contact telephone numbers, email addresses, addresses)
- details of your qualifications, skills, and experience for skills audit purposes;
- details of your appointment, including the appointing body, the date of appointment, and term of office.
- your attendance at meetings and visits to the school in your role as a Trustee
- your business or other charitable interests
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief. Where this has been provided.

We may also hold personal data about you from third parties, such as information supplied by the appointing body and from the Disclosure & Barring Service, in order to comply with our legal obligations and statutory guidance.

2. Why we collect and use this information

The purpose of collecting and processing this data is to:

- Enable you to serve as a Trustee
- Enable us to appoint replacement Board Members at the end of a triennium.
- Comply with our statutory obligations
- Ensure we comply with our Memorandum & Articles of Association
- Support effective Board Member development
- Support effective management of the LDBS
- Statutory reporting to Companies House and the Charity Commission
- Equalities monitoring and reporting
- Respond to any staffing issues
- to assess the quality of our services
- to comply with the law regarding data sharing

3. The lawful basis on which we use this information

Our lawful basis for collecting and processing staff information is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

- (c) Processing is necessary to comply with the legal obligations of the controller.

Our lawful basis for collecting and processing your information is also further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special, information and the following sub-paragraphs in the GDPR apply:

- (b) It is necessary to fulfill the obligations of controller or of data subject.
- (d) Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)

A full breakdown of the information we collect on our Trustees can be found in our 'Record of Processing' which is available on request.

Where we have obtained consent to use Trustee personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

4. Collecting Trustee information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this. Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

5. Storing your data

We create and maintain a file for each Trustee. The information contained in this file is kept secure and is only used for purposes directly relevant to your term as a Trustee. Once your term(s) of office with us has ended, we will retain this file and delete the information in it in accordance with our retention policy.

Please refer to our Data Retention Policy for further information.

We have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed. Further information can be found on our website.

6. Who we share information with

We routinely share Trustee information with appropriate third parties, including but not limited to:

- The Charity Commission
- Companies House
- Our auditors, to ensure our compliance with our legal obligations
- The appointing body
- Professional advisers and consultants – for us to develop our service to best provide our public service
- Police forces, courts, tribunals where necessary

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

7. Why we share your information

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

8. Data collection requirements:

We are required to collect data on Trustee to comply with our legal obligations as a Charitable Company.

APPLICANT INFORMATION

1. The categories of Trustee information that we collect, hold and share include but are not limited to:

- personal information (such as name, date of birth, address, national insurance number).
- contact details and preference (contact telephone numbers, email addresses, addresses)
- details of your education history;
- previous grant application history;
- Details on your application and the reasons for it;
- Bank details for receiving the payments if successful
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief. Where this has been provided.

We may also hold personal data about you from third parties, such as information supplied by the third parties, in order to comply with our legal obligations and statutory guidance.

2. Why we collect and use this information

The purpose of collecting and processing this data is to:

- Assess your application eligibility
- Enable us to review your application and decide if it should receive a grant.
- Administer the grant to you
- Comply with our statutory obligations
- Ensure we comply with our Memorandum & Articles of Association
- Statutory reporting to Companies House and the Charity Commission
- Equalities monitoring and reporting
- to assess the quality of our services
- to comply with the law regarding data sharing

3. The lawful basis on which we use this information

Our lawful basis for collecting and processing applicant information is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

- The data subject has given consent to the processing of his or her personal data for one or more specific purposes.
- Processing is necessary to comply with the legal obligations of the controller.
- (f) Processing is necessary for the purposes of the legitimate interests pursued by the controller.

Our lawful basis for collecting and processing your information is also further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special, information and the following sub-paragraphs in the GDPR apply:

- (d) Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)

A full breakdown of the information we collect on applicants can be found in our 'Record of Processing' which is available on request.

Where we have obtained consent to use applicant personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

4. Storing your data

We create and maintain a file for each Applicant. The information contained in this file is kept secure and is only used for purposes directly relevant to application. Once your application has been considered and administered, we will retain this file and delete the information in it in accordance with our retention policy. Please refer to our Data Retention Policy for further information.

We have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed. Further information can be found on our website.

5. Who we share information with

We routinely share applicant information with appropriate third parties, including but not limited to:

- Similar Charities or Trusts who might be able to help you
- Our auditors, to ensure our compliance with our legal obligations
- Professional advisers and consultants – for us to develop our service to best provide our public service
- Police forces, courts, tribunals where necessary

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

6. Why we share your information

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

7. Data collection requirements:

We are required to collect data on applicants to comply with our legal obligations in order to administer the fund and provide grants.

REFEREE INFORMATION

1. The categories of Trustee information that we collect, hold and share include but are not limited to:

- personal information (such as name, date of birth, address, national insurance number).
- contact details and preference (contact telephone numbers, email addresses, addresses)
- details of the grant your reference supports;
- Yours views on the applicant and application.

We may also hold personal data about you from third parties, such as information supplied by the third parties, in order to comply with our grant administration, legal obligations and statutory guidance.

2. Why we collect and use this information

The purpose of collecting and processing this data is to:

- Assess the application eligibility

- Enable us to review the related application and decide if it should receive a grant.
- Administer the grant to the applicant

3. The lawful basis on which we use this information

Our lawful basis for collecting and processing referee/reference information is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

- (a) The data subject has given consent to the processing of his or her personal data for one or more specific purposes.
- (c) Processing is necessary to comply with the legal obligations of the controller.
- (f) Processing is necessary for the purposes of the legitimate interests pursued by the controller.

Our lawful basis for collecting and processing your information is also further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special, information and the following sub-paragraphs in the GDPR apply:

- (d) Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)

A full breakdown of the information we collect on applicants can be found in our 'Record of Processing' which is available on request.

Where we have obtained consent to use referee/reference personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

4. Storing your data

We create and maintain a file for each Applicant. The information contained in this file is kept secure and is only used for purposes directly relevant to application. Once your referee/reference has supported the relevant application and this has been considered and administered, we will retain this file and delete the information in it in accordance with our retention policy. Please refer to our Data Retention Policy for further information.

We have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed. Further information can be found on our website.

5. Who we share information with

We routinely share applicant information with appropriate third parties, including but not limited to:

- Our auditors, to ensure our compliance with our legal obligations
- Professional advisers and consultants – for us to develop our service to best provide our public service
- Police forces, courts, tribunals where necessary

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

6. Why we share your information

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

7. Data collection requirements:

We are required to collect data on applicants to comply with our legal obligations in order to administer the fund and provide grants.

GENERAL INFORMATION

Requesting access to your personal data and your Data Protection Rights

Under data protection legislation, everyone has the right to request access to information about them that we hold, through a Subject Access Request.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request please contact our Data Protection Officer David Coy on david.coy@london.anglican.org

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer David Coy on david.coy@london.anglican.org

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer David Coy on david.coy@london.anglican.org

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