



The Church of England
in Essex and East London
Diocese of Chelmsford

Chelmsford Diocese Educational Trust Privacy Notice

Introduction

The Church of England comprises many different Charities and Office Holders; it is a community rather than an organisation. The Diocese of Chelmsford itself is made up of multiple charities, one of which is the Chelmsford Diocese Educational Trust (“CDET”, “we”, “our”). The CDET is the legal entity which provides support to Church of England Schools to fulfill certain responsibilities in relation to Multi Academy Trusts in the Diocese of Chelmsford.

This privacy notice applies to all personal data, including special or sensitive personal data, processed by the CDET in relation to the Trustees and Governors of schools with a formal relationship with CDET.

What data do we process?

The CDET collects and processes a range of information about Trustees of CDET and Governors appointed by them to Multi Academy Trusts. This includes:

- your name, address and contact details, including email address and telephone numbers
- details of your education, qualifications, skills, experience and employment history.
- details of your registration with or membership of any professional bodies required for you to be able to practice in your profession or meet the requirements of the role that you have applied for, and details of any sanctions or restrictions placed upon you that affect your ability to practice in that role.
- information about your criminal record where applicable to your role.
- information about your gender, religion or belief, health and disability.

For a trustee of CDET this will also include:

- your date of birth.
- details of whether you or a person connected to you have any close personal relationship with any employee of the CDET or any person connected with the CDET.
- details of any conflicts of interest you may have with the CDET, including other employment, voluntary work, and connections with the wider Diocese.
- whether or not you have a disability for which the CDET needs to make reasonable adjustments for meetings.

The CDET will collect this information in a variety of ways. For example, data might be collected through application forms, CVs, obtained from your passport or other identity documents such as your driving licence and qualification certificates, or collected through interviews or other forms of assessment.

The CDET will also collect information about you from third parties, such as references supplied by current and former employers, other organisations in relation to pre-employment checks, such as registration with professional bodies where a requirement of the role and information from criminal records checks permitted by law.

Why do we need your personal data and how do we use it?

The CDET has a duty as a company and charitable organisation to ensure that it runs an efficient, fair and safe recruitment process in the public interest to attract suitable Trustees and Governors.

The data collected from you when you apply for a role is used solely to manage the recruitment process with respect to the requirements of the role. All of the information we ask for is used to check your suitability for the role you may hold.

We don't use this data for any other reason, nor do we sell to any third parties or use it to contact you about any unrelated services.

What is the legal basis for processing your personal data?

For the purposes of recruitment we may process personal data under a variety of legal grounds. These may include:

- Processing in the legitimate interests of the CDET or the legitimate interests of a related third party,
- Processing to comply with a legal obligation,
- Processing where consent has been obtained.

Sharing your personal data

Your information will be shared and seen by authorised staff of the Chelmsford Diocesan Board of Finance (through which CDETs functions are delivered) for the purposes of recruitment and selection. This will include members of our Human Resources team, the Diocesan Director of Education and members of any recruitment panel which may have been formed to lead in the selection process.

The CDET will share your data with third parties in order to obtain pre-appointment checks. This includes your referees and other organisations such as professional bodies necessary to complete pre-appointment checks.

How long do we keep your personal data?

The CDET will not keep your personal data any longer than necessary. Data for Trustees and Governors will be retained for the duration of your tenure as Trustee or Governor and for two years following you ceasing to hold this role, except for a small record (including name and dates of appointment and departure) for the benefit of the CDET's records. Any personal data contained in minutes of meetings will be retained indefinitely. Any data processed for the purposes of dealing with complaints will be held for as long as determined by the complaints procedure.

Your rights and your personal data

Subject to certain conditions, and in certain circumstances, you have the right to:

- request access to your personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information we hold about you
- request rectification of your personal information if it is incorrect - this enables you to have any inaccurate or incomplete personal information we hold about you corrected
- request the erasure of your personal information - this enables you to ask us to delete or remove your personal information where there's no compelling reason for its continued processing, e.g. it's no longer necessary in relation to the purpose for which it was originally

collected

- restrict the processing of your personal information - this enables you to ask us to suspend the processing of your personal information, e.g. if you contest its accuracy and so want us to verify its accuracy
- object to the processing of your personal information - this enables you to ask us to stop processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground.

If you wish to exercise any of these rights, please contact our data protection coordinator. We may need to request specific information from you in order to verify your identity and check your right to access the personal information or to exercise any of your other rights. This is a security measure to ensure that your personal information is not disclosed to any person who has no right to receive it.

Transferring personal information abroad

The CDET will not store or send your personal data outside of the European Economic Area (EEA), except in instances where requests for references are sent to referees you have provided who outside of the EEA.

Complaints

If you believe that the CDET has not complied with your data protection rights, please contact our data protection coordinator. You also have the right to complain to the UK Information Commissioner's Office ("ICO") at any time. The ICO is the UK supervisory authority for data protection issues and contact details can be found on the ICO website www.ico.org.uk

Changes to this privacy notice

The CDET reserves the right to update or amend this privacy notice at any time. We keep this privacy notice under regular review and we will place any updates on this web page:

<http://www.chelmsford.anglican.org/data-protection-and-privacy>

How to Contact us

If you have any questions about this privacy notice or how we handle your personal information, please contact our data protection coordinator, Nathan Whitehead, through one of the following ways:

Mail: The Chelmsford Diocesan Board of Finance
53 New Street
Chelmsford
Essex, CMI 1AT

Telephone: 01245 294412

Email: dataprotection@chelmsford.anglican.org