



# City & Diocese of London voluntary school fund privacy notice

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the City & Diocese of London Voluntary School Fund.

The Diocese of London Board for Schools (LDBS) is the 'Data controller' for the purposes of data protection law.

We have appointed Grow Education Partners Ltd as our data protection officer (DPO) and the responsible contact is:

David Coy  
[david.coy@london.anglican.org](mailto:david.coy@london.anglican.org)  
07903 506 531  
Grow Educational Partners Ltd  
London Diocesan House  
36 Causton Street  
London  
SW1P 4AU

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

- [Trustee Information](#)
- [General Information Applicable to All](#)

## Trustee Information

### 1. The Personal Data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not limited to:

- Personal Information (such as name, date of birth, next of kin, dependents, marital status)
- Contact details (such as telephone number, email address, postal address, for you and your emergency contacts)
- Protected characteristics (such as trade union membership, nationality, language, ethnic origin, sexual orientation, health and religion or belief, where this has been provided)
- Relevant medical information (such as physical or mental health conditions, including for any disabilities which the organisation needs to make any reasonable adjustments to fulfil its duty of care)
- Qualifications, and employment records (such as work history, job titles, references, training records and professional memberships)

London Diocesan Board for Schools, 36 Causton Street, London SW1P 4AU | [ldbs.co.uk](http://ldbs.co.uk) | 0207 932 1100

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- Outcomes of any disciplinary and/or grievance procedures, including any warning issues to you and related correspondence
- Trustee performance information (Such as meeting attendance, visits, roles, and leadership responsibilities)
- Information about business and pecuniary interests
- Information about your criminal record
- Closed-circuit television (CCTV) footage
- Data about your use of the LDBS's information and communications system
- Photographs (for internal safeguarding & security purposes, newsletters, media, and promotional purposes)
- Payment and banking details where required (e.g., for expense claims).

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.

A full breakdown of the information we collect on volunteers can be found in the record of data processing which can be requested from our Data Protection Lead:

David Pite

[david.pite@london.anglican.org](mailto:david.pite@london.anglican.org)

0207 932 1166

London Diocesan Board for Schools

London Diocesan House

36 Causton Street

London SW1P 4AU

## 2. Why we collect and use this information

The reasons we collect and process this data includes but is not limited to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing voluntary individuals' details
- Facilitate safeguarding as part of our safeguarding obligations towards pupils
- Fulfil our legal obligations in appointing voluntary individuals
- Support development
- Equalities monitoring and reporting
- Ensure that appropriate access arrangements can be provided for trustees who require them
- To comply with the law regarding data sharing
- Respond to any LDBS workforce issues
- Ensure we comply with our Memorandum & Articles of Association
- Statutory reporting to Companies House and the Charity Commission
- Equalities monitoring and reporting

## 3. The lawful basis on which we use this information

Are defined under data protection legislation and for personally identifiable information are:

- Processing is necessary to fulfil a contract with you
- You have given consent for one or more specific purposes

- Processing is necessary to comply with the LDBS's legal obligations
- Processing is necessary to protect your vital interests
- Processing is necessary for tasks in the public interest or exercise of authority vested in the controller
- Processing is necessary for the L DBS's legitimate interests or the legitimate interests of a third party.

When we process special category information, which is deemed to be more sensitive, the following lawful basis are used:

- You have given explicit consent
- Employment, social security, and social protection
- It is necessary to fulfil your obligations
- It is necessary to protect your vital interests
- Processing is carried out by a foundation or not-for-profit organisation
- Reasons of public interest around public health.

Where we have obtained consent to use 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.

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#### 4. Collecting Trustee information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

#### 5. Storing your data

Personal data is stored in accordance with our data retention policy.

We retain personal information about all volunteers. This information is kept secure and is only used for purposes directly relevant to your work with the Trust .

When your relationship with the LDBS has ended, we will retain and dispose of your personal information in accordance with our Data Retention Schedule. A copy of this can be obtained by contacting

#### 6. Who we share information with

In order for us to legally, effectively and efficiently function we are required to share data with appropriate third parties, including but not limited to:

- The Charity Commission
- Companies House
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as support of your trust and IT services
- Our auditors to ensure compliance with our legal obligations
- Professional advisers and consultants - for us to develop our services and best provide our public service
- Police forces, courts, tribunals, security organisations- to create a secure workplace for all at the Trust.
- Charities and voluntary organisations

## 7. Transferring data internationally

We may send your information to other countries where:

- we or a company we work with store information on computer servers based overseas; or
- we communicate with you when you are overseas.

We conduct due diligence on the companies we share data with and note whether they process data in the UK, EEA (which means the European Union, Liechtenstein, Norway and Iceland) or outside of the EEA.

The UK and countries in the EEA are obliged to adhere to the requirements of the GDPR and have equivalent legislation which confer the same level of protection to your personal data.

For organisations who process data outside the UK and EEA we will assess the circumstances of how this occurs and ensure there is no undue risk.

Additionally, we will assess if there are adequate legal provisions in place to transfer data outside of the UK.

## 8. Data collection requirements:

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

## General information

### Your Other Rights regarding your Data

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust holds about them.

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
- 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
- NOT provide information where it compromises the privacy of others
- Give you a copy of the information in an intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

In most cases, we will respond to subject access requests within 1 month, as required under data protection legislation. However, we are able to extend this period by up to 2 months for complex requests or exceptional circumstances.

## Your Other Rights regarding your Data

You may:

- Withdraw your consent to processing at any time (This only relates to data for which the Trust relies on consent as a lawful basis for processing)
- Ask us to rectify, erase or restrict processing of your personal data, or object to the processing of it in certain circumstances and where sufficient supporting evidence is supplied
- Prevent the use of your personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest, official authority or legitimate interests.
- Request a copy of agreements under which your personal data is transferred outside of the United Kingdom.
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect you)
- Request a cease to any processing that is likely to cause damage or distress
- Submit a complaint to the ICO
- Ask for your personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

If you would like to exercise any of the rights or requests listed above, please contact: [david.coy@london.anglican.org](mailto:david.coy@london.anglican.org) / 07903 506 531 / Grow Education Partners, London Diocesan House, 36 Causton Street, London SW1P 4AU

The Trust will comply with the Data Protection legislation in regard to dealing with all data requests submitted in any format, although individuals are asked to preferably submit their request in written format to assist with comprehension.

We reserve the right to verify the requesters identification by asking for Photo ID. If this proves insufficient then further ID may be required.

## 9. Data Protection Breaches

If you suspect that your or someone else's data has been subject to unauthorised or unlawful processing, accidental loss, destruction or damage, we ask that you please contact:

[david.coy@london.anglican.org](mailto:david.coy@london.anglican.org) / 07903 506 531 / Grow Education Partners Ltd, London Diocesan House 36 Causton Street, London SW1P 4AU.

## 10. 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 independent data protection officer details below

Alternatively, you can refer 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

## 11. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact either our Data Protection Lead, David Pite / [david.pite@london.anglican.org](mailto:david.pite@london.anglican.org) / 0207 932 1166 / LDBS, London Diocesan House, 36 Causton Street, London SW1P 4AU.

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