



Teaching London

London Diocesan Board for Schools

Teaching London

Privacy Notice

How we use Partnership Steering Group Information

Under data protection law, individuals have a right to be informed about how Teaching London 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 members of our Partnership Steering Group.

Teaching London (London Diocesan Board for Schools SCITT Programme) at 2 West End Lane, Kilburn, NW6 4NT 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 Claire Mehegan (see 'Contact us' below).

1. The personal data we hold

Personal data that we may collect, use, store and (when appropriate) share about Partnership Steering Group members includes, but is not restricted 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)
- Details of your appointment, including the appointing body, the date of appointment, and term of office
- 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, skills and employment records (such as work history, job titles, references, training records and professional memberships)
- Outcomes of any disciplinary and/or grievance procedures, including any warning issues to you and related correspondence

- Performance information (Such as meeting attendance, training attendance, visits, roles, and leadership responsibilities)
- Information about business, pecuniary and charitable interests
- Information from background checks (such as criminal record, disqualifications, online search)
- Closed-circuit television (CCTV) footage
- Data about your use of the organisation’s information and communications systems (e.g. email)
- Photographs (for internal safeguarding & security purposes, 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 references supplied by former employers, information from appointing bodies and from the Discolure & Barring Service, in order to comply with our legal obligations and statutory guidance.

Further information about the data we hold can be sought from Saskia Rossi, saskia.rossi@teachinglondon.org if required.

2. Why we collect and use this information

The purpose of collecting and processing this data includes but is not limited to:

- Enabling you to serve as a Committee Member
- Enabling us to appoint replacement Members at the end of a term of office
- Complying with our statutory obligations
- Ensuring we comply with our Articles of Association
- Supporting effective Committee Member development
- Supporting effective management of the LDBS
- Statutory reporting to Companies House
- Equalities monitoring and reporting
- Responding to any staffing issues
- Assessing the quality of our services
- Complying with the law regarding data sharing.

3. The lawful basis for using this data

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

- To fulfil a contract with you
- You have given consent for one or more specific purposes
- Processing is necessary to comply with 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 (the provision of training)
- Processing is necessary for Teaching London’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 our obligations or your obligations
- It is necessary to protect your vital interests

- Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)
- Reasons of public interest in the area of public health.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you can withdraw consent if you wish to do so.

4. Collecting this 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

We retain personal information about all volunteers. This information is kept secure and is only used for purposes directly relevant to your term of office with the Committee. When your relationship with the organisation has ended, we will retain and dispose of your personal information in accordance with our Data Retention Policy. Further information can be sought from Saskia Rossi, saskia.rossi@teachinglondon.org if required.

6. 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.

7. Who we share information with and why we share it

We routinely share Partnership Steering Group member information with appropriate third parties, including but not limited to:

- The Charity Commission, Companies House and our auditors – to ensure our compliance with our legal obligations
- Your appointing body – in relation to re-appointments or new appointments
- The Department for Education – to meet our legal obligations to share certain information
- Local authorities – to meet obligations including addressing safeguarding concerns
- Your family and representatives – such as in the event of an emergency
- Financial organisations – e.g. HMRC

- Suppliers and service providers – to enable them to provide the service we have contracted them for (such as IT)
- Professional advisers and consultants – for us to develop our service
- Trades unions and professional associations – to enable them to provide the service their members require
- Police forces, courts, tribunals, security organisations – to create a secure environment for trainees, staff and consultants
- Health authorities (NHS) and occupational health and employee support schemes – to support wellbeing
- Employment and recruitment agencies and future employers – to support reference requests.

8. Data collection requirements

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

9. Data Protection rights

Individuals have a right to make a ‘**subject access request**’ to gain access to personal information that we hold 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 we rely 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
- Be notified of a data breach in certain circumstances
- Refer 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 Saskia Rossi

- Email: saskia.rossi@teachinglondon.org
- Phone: 02079321129
- Post: 2 West End Lane, NW6 4NT

We will comply with data protection legislation in regard to dealing with all data requests submitted in any format, but individuals are asked to preferably submit their request in written format to assist with comprehension.

We reserve the to verify the requester's identity by asking for suitable proof (e.g. photo ID) if necessary. If this proves insufficient, then further ID may be required.

10. 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 Saskia Rossi, saskia.rossi@teachinglondon.org and advise us without undue delay.

11. 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 (DPO) Claire Mehegan, claire.mehegan@london.anglican.org

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

12. 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 Saskia Rossi, saskia.rossi@teachinglondon.org or our independent Data Protection Officer (DPO), Claire Mehegan, claire.mehegan@london.anglican.org.