

Data Privacy Notice

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information 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).

Who are we?

The Derby Diocesan Board of Education (DBE) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

The DBE complies with its obligations 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
- ensuring that appropriate technical measures are in place to protect personal data

We use your personal data for the following purposes:

- To enable us to provide a service for the benefit of education within the Diocese of Derby
- To administer records of governors and headteachers
- To manage our employees and volunteers
- To maintain our own accounts and records
- To inform you of news, events, activities and services running either within the Diocese of Derby or further afield through mailings (by email and/or hard copy)

What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided that the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and there is no disclosure to a third party without consent other than exceptional circumstances, examples include obligated by law; vital interests (such as a life or death situation); legitimate interests (such as fraud prevention).

Last reviewed: September 2025 (examples of processing without consent added and link to ICO updated)

Reviewed: October 2024 (Inclusion of Data Breaches)

Approved: December 2021

Review due: September 2026

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared within the Derby Diocesan Board of Education.

Personal data relating to foundation governors will be shared with the relevant Local Authority.

Personal data relating to employees of the DBE will be shared with the Derby Diocesan Board of Finance.

How long do we keep your personal data?

We keep data in accordance with the Data Protection Act 1998 which states that, personal data should not be kept for longer than is necessary for the completion of the task it was collected for.

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 the Derby DBE holds about you
- The right to request that the Derby DBE corrects 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 the Derby DBE to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability)
- 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 Commissioner's Office

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use and setting out the relevant purposes and processing conditions, prior to commencing the processing. Where and whenever necessary, we will seek your prior consent to the new processing.

Data Breaches

Data breaches (including potential data breaches) are escalated to the Diocesan Director of Education immediately upon the issue being detected and an investigation is instigated.

The DBE follow the latest guidelines published by the ICO (Information Commissioner's Office). [Personal data breaches: a guide | ICO](#), ensuring every effort is made to contain the breach, thus minimising the impact on the individuals affected.

A full record is made of all breaches, whether these are reportable or not and the associated documentation is file and retained in the DBE's SharePoint folder GDPR Breaches.

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Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Diocesan Director of Education at Church House, Full Street, Derby DE1 3DR

Alternatively, you can contact the Information Commissioner's Office on 0303 123 1113 or via the website [Contact us | ICO](#) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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