

DATA PROTECTION NOTICE

The Church Schools of Cambridge

Legal Basis

Under UK Data Protection Legislation which includes the General Data Protection Regulations 2018 (GDPR) the Church Schools of Cambridge (CSoC) is a “data controller”. This means that the CSoC collects, holds and uses (processes) personal data of individuals for the purposes set out below. Personal data is anything from which a single living individual can be identified. 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.

Data Collection and the legal basis for processing personal data

Most of the personal information we process is provided to us directly by the individual. All of this ensures that those who work for and with the charity are suitable to do so and ensures we comply with law and guidance from professional bodies.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Consent - This relates to data provided by the data subject. This data is used to keep people up to date with events and grants. It is not shared with other organisations.
- Contractual obligation – This relates to data required to process payments for employing staff.
- Legal obligation – Most of the data held is to ensure our staff, volunteers and trustees are suitable for their role complying with employment legislation and Charity Commission guidelines.
- To perform a public task – To ensure that staff, trustees and volunteers who interact with the public are suitable for the role (Safeguarding).
- Legitimate interest – This is data required to identify the required skills and experience required for the role.

Data Processing by the CSoC

The CSOC processes personal data for the following purposes: -

- To comply with legislation and manage our employees, trustees and volunteers
- To comply with legal bodies such as the Charity Commission and HMRC
- To provide and pay grants to beneficiaries of the charity
- To inform those who provide us with their data of support/grants, events/activities and services we offer.

If in the future we decide to use personal data for a new purpose, not covered by this Policy, then a revised policy will be circulated to those whose data is held. This will set out the relevant purposes and processing conditions and whenever necessary, will seek consent to the new processing.

Data Sharing

Personal data will be treated as strictly confidential. It may be shared with members of the organisation for a set purpose connected with the charity (such as reviewing staff salaries). We will only share your data with third parties when required to, to carry out our legal obligations.

- Any third-party providing services to us for the benefit of its employees
- Prospective purchasers of all or any part of our business in return for suitable confidentiality undertakings regardless of the country to which the data is to be transferred
- Law enforcement agencies in connection with any investigation to help prevent unlawful activity
- Government bodies for the purposes of accounting, tax and regulatory compliance (HMRC).

Storing personal data

Data is retained in accordance with guidance from the Information Commissioner Office (ICO). Data is retained for no longer than required for either legal or operational reasons. Data is stored securely and access to data is limited to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We will also use technological and organisation measures to keep your information secure. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

The rights of people whose data is held

Unless subject to an exemption under the GDPR, everyone has the following rights with respect to their personal data: -

- The right to request a copy of your personal data which is held by the us or to ask us to transmit the data to another 'data controller'
- The right to request that we correct any personal data if it is found to be inaccurate or out of date
- The right to request that personal data is erased or securely destroyed (except where there is a legal requirement for us to retain such data)
- The right to withdraw consent to the processing at any time in certain circumstances
- The right, where there is a dispute in relation to the accuracy or processing of personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data
- The right to lodge a complaint with the Information Commissioners Office.

If you have any questions or concerns about our use of your personal information, please contact our data protection officer - Sarah Helme finance@csoc.org.uk or our administrator Claire Jameson admin@csoc.org.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.