



Diocese of Durham

Blessing our communities in Jesus' name



Privacy Notice for Governors Joint Education Team (working for the CE Dioceses of Durham and Newcastle)

This Privacy Notice explains how we use and share information. We will review and update this privacy notice as appropriate to reflect any changes in our services and to ensure compliance with the law.

Who we are and what we do

The Joint Education Team processes the appointment of Foundation Governors on behalf of the Newcastle Diocesan Education Board and the Durham Diocesan Board of Education, the team also provides guidance and support to school Governing Bodies through a partnering agreement

For the purposes of Data Protection, Newcastle Diocesan Education Board is the Data Controller for governors volunteering in schools in the CE Diocese of Newcastle. Durham Diocesan Board of Finance is the Data Controller for governors volunteering in schools in the CE Diocese of Durham.

What type of personal information do we collect and how do we collect it?

In order to process governor appointments and provide guidance and support the JET will collect and hold information about you. This may include your:

- Full name
- Home address
- Date of birth
- Contact details
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We collect information about you in the following ways:

- Completion of a Governor Nomination Form and confidential declaration
- By post
- By telephone
- By email



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What is our lawful basis to obtain and use your personal information?

To enable us to process governor appointments and provide guidance and support services to you it is necessary for us to use your personal information. To do so we will use the following legal basis for sharing your information:

- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

What is your personal information used for?

Your records may be used to:

- Create a record in order to maintain a Governor Database
- Invite you to any guidance or information events for the Governing Body/Committee or governors generally
- Communicate with you in relation to the school at which you are a Governor
- Communicate with you on governance matters to include training
- To support and provide guidance where appropriate on the management of HR issues in schools e.g. Head Teacher recruitment or capability issues
- To facilitate consultation
- To identify when your term is coming to an end and facilitate the renewal of terms of office

Will your personal information be shared?

Information will be shared to help us to provide you with the best support and guidance available,

Agencies we may need to share information with include the following:

- Other Schools including Academies or Multi-Academy Trusts
- The Local Authority your school is within or other Local Authorities we work with where relevant to the school
- The Newcastle Diocesan Education Board
- The Newcastle Diocesan Board of Finance
- The Durham Diocesan Education Board
- The Durham Diocesan Board of Finance
- Training providers where appropriate (for example legal firms or Ofsted)





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There are other times not linked to your support where we may need to share your information. These include:

- Where there is a serious risk of harm to you or to others
- Where there are concerns for the welfare of a child
- For the prevention or detection of crime
- Where a court order or employment tribunal requires us to share information about you

How do we keep your information secure?

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the JET. The JET have a range of procedures, policies and systems to ensure that access to your records are controlled appropriately.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

How long will we keep your personal information?

For records of foundation governor appointments we will retain your personal data on our foundation governor database for 12 months after your final term of office expires. If we deliver guidance to you, we have to keep your information as a business record of what was delivered. In this situation will retain a record of the current academic year plus 7 previous Academic Years.

Is your personal information processed outside of the European Economic Community (EEC)?

We do not process your personal data outside of the EEC

Marketing

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.



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Website: www.jointeducationteam.org



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What are your information rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing; and
- to request your data to be ported (data portability).

If you wish to exercise your information rights, please contact Liane Atkin at liane.atkin@drmnewcanglican.org

You also have the right to request a copy of the personal information the JET holds about you. Please contact Liane Atkin on the details above.

To learn more about these rights please see the [ICO your-data-matters](#)

Further Information

If something goes wrong with your personal information, or you have questions about how we process your data, please contact Liane Atkin on 0191 270 4164.

If we have not been able to deal with your complaint, you can also contact the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745

Fax: 01625 524 510

Website: <https://ico.org.uk/concerns>



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