

Statutory Inspection of Anglican and Methodist Schools (SIAMS) Privacy Notice.

This privacy notice is provided by the National Society (Church of England and Church in Wales) for the Promotion of Education¹ to explain what to expect when we collect and process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Data controller(s)

The data controller is:

- National Society (Church of England and Church in Wales) for the Promotion of Education
Church House
Great Smith Street
London SW1P 3AZ
- The Methodist Church in Great Britain, a charity registered in England and Wales with charity number 1132208 whose registered office is at 25 Marylebone Road, London, NW1 5JR

For further information on SIAMS please go to:

<https://www.churchofengland.org/more/education-and-schools/church-schools-and-academies/siams-school-inspections>

Why we collect and use your personal data

Personal information is collected for the following purpose/s:

- Conducting SIAMS Inspections and any appeals
- Payment of Inspectors
- Recruiting inspectors

I. The categories of personal data we collect:

The information we process for these purposes is:

- Name of inspector
- Email address of inspector
- Job title and professional experience
- Bank details for payment
- Gender
- Name of headteacher, principal or teacher in charge

¹ The National Society (Church of England and Church in Wales) for the Promotion of Education also operates using the name 'The Church of England Education Office'.

We also process “special categories” of information that may include:

- Ethnic origin
- religious belief
- criminal checks
- health conditions

2. The lawful basis for using your information

We collect and use personal data on the following lawful bases:

Personal Data

- **Legal Obligation** - SIAMS is a national system established to carry out section 48 inspections under the Education Act 2005
- **Contractual Obligation** - For informing, training and paying the inspectors carrying out SIAMS inspections
- **Legitimate Interest** - For statistical analysis and developing national policy in relation to statutory inspection of Church of England and Methodist schools **and** to produce SIAMS inspection reports
- **Public tasks**- We publish the inspection reports on the ‘A Church near you’ section of the Church of England website in performance of a public task

Special categories & criminal information

- **Employment** – Processing is necessary for the purposes of carrying out obligations in the field of employment.

Legitimate Interests Assessment

Because we consider that we have a legitimate interest in processing your personal data, we have undertaken a Legitimate Interests Assessment which sets out why we consider such processing is justified.

<p>We have a specific purpose with a defined benefit</p>	<p>We have a legitimate interest in using your data for statistical analysis and for developing national policy in relation to statutory inspection of Church of England and Methodist schools and to produce SIAMS inspection reports.</p> <p>The benefits are that SIAMS:</p> <ul style="list-style-type: none"> • provides an evaluation process that informs parents carers and other stakeholders about Church school • inform future policies of the Church of England, and other public bodies from the resulting statistics gathered.
<p>The processing is necessary to achieve the defined benefit.</p>	<p>SIAMS and its various stakeholders would be unable to effectively deliver the School Inspection service without processing this data.</p>
<p>The processing legitimately overrides the interests of the data subject and any risks to their rights or freedoms.</p>	<p>Data subjects have a joint interest in being able to produce SIAMS inspection results and for the output from the inspections to inform national policy formation.</p> <p>Our processing is carried in a manner that maximises benefits to the inspection process whilst posing minimal risk to the data subject's rights or freedoms.</p>

For a copy of the full Legitimate Interests Assessment, please contact The Church of England Education Office whose contact details are set out in section 6 below.

3. Who we collect from or share your information with:

We collected your information from

- SIAMS Inspectors
- Diocesan Boards of Education for the Dioceses of the Church of England
- The Methodist Church in Great Britain
- School websites
- Reports are published on 'A Church near you' section of the Church of England website

We will not share your data with any other third parties except where specified here. We will be sharing your information with:

- The Church of England Central Services (ChECS) (For the purpose of processing payments only)
- The Methodist Church in Great Britain

During inspection, inspectors will record evidence of the teaching that they observe and what teachers, pupils, governors and the school's leadership team tell them. We do not normally keep records of the names of teaching staff. Any report we publish may include the names of the headteacher, principal or teacher in charge and each report will comment directly on the effectiveness of leadership and management in a school. They will also contain the name of the Inspector.

4. How long do we keep your information?

The inspector will keep your school data for six months following the publication of the inspection report. The National Society (Church of England and Church in Wales) for the Promotion of Education will keep statistical data for 5 years. No data that can be associated with any individual will be kept for more than six months. SIAMS inspection reports will be published on the Church of England website until replaced by the report of the next inspection (usually up to 5 years). Copies of earlier reports are stored as electronic copies for a further 5 years in the Church of England record office (CERC) archive and then reviewed.

5. Your rights

You have the following rights regarding your personal data:

- The right to be informed about any data we hold about you;
- The right to request a copy of your personal data which we hold about you;
- 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 your personal data is erased where it is no longer necessary for us to retain such data;
- 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 your personal data
- The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another. This is only applicable for data held online.

To exercise these rights, please contact the Data Protection Team using the contact information provided below. The NCIs Individual Rights Policy is available on request.

6. Complaints or concerns

If you have any concerns or queries about how the National Society (Church of England and Church in Wales) for the Promotion of Education handles your personal data, please contact The Church of England Education Office at: isha.danso@churchofengland.org.

The Data Protection Team can be contacted at gdpr@churchofengland.org

You have the right to make a complaint at any time to the Information Commissioner at <https://ico.org.uk/concerns/> or Information Commissioner's Office, Wycliffe House, Water Lane Wilmslow Cheshire SK9 5AF, Tel: 0303 123 1113 (local rate).

