

## SIAMS Inspector - Privacy Notice

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

### Data controller(s)

The data controllers are:

National Society (Church of England and Church in Wales) for the Promotion of Education, Church House, Great Smith Street, London, SW1P 3AZ

For further information on the National Society please go to:

<https://www.churchofengland.org/about/leadership-and-governance/national-church-institutions>

For further information on SIAMS please go to:

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

### 1. Why we collect and use your personal data

Personal information is collected for the following purpose/s:

- To administer the Statutory Inspection of Anglican and Methodist Schools (SIAMS), as required under Section 48 of the Education Act 2005.
- To set up SIAMS inspectors on the Customer Relations Management system (Salesforce), enabling inspectors to be allocated to inspections, to be paid for those inspections and to allow inspectors to carry out administrative tasks using the system.
- To safely recruit inspectors (an inspector must have an up-to-date DBS to inspect within a school) and to ensure the CRM system can notify inspectors to renew their DBS.
- To facilitate ongoing communications and to enable inspectors to inspect schools
- To create an inspector's SIAMS inspector badge which is required as proof of identify when entering schools.
- To ensure inspectors can be paid for their inspections.
- To ensure the National Society can invoice inspectors for attending SIAMS inspector training.
- To assist with the investigation of any appeals and/or complaints that could arise against an inspector and/or their inspection of a school (*please refer to the summary legitimate interest assessment below*).

### 2. The categories of personal data we collect:

The information we process for this these purposes is:

- Title
- Name
- Contact details (address, email address, phone numbers)
- Role
- SIAMS Inspector No.
- Image (passport style photograph)
- Bank details
- DBS number and date of check

### 3. The lawful basis for using your information

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

- **UK GDPR Article 6(1)(c)** “processing is necessary for the compliance with a legal obligation to which the controller is subject”, in order to fulfil the requirements of the Education Act, Section 48.
- **UK GDPR Article 6(1)(b)** “processing is necessary for the performance of a contract to which the data subject is party”. In order to ensure that inspectors fulfil their obligations under contract.

### 4. Legitimate Interest Assessment Summary

*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.*

We have a specific purpose with a defined benefit	The purpose of the processing is to address and resolve a complaint made against an inspector during the course of the inspection process, which is in the best interests of the data subject, to provide an explanation and resolution, as far as possible, for the complaint they have had raised against them. Investigating and resolving the complaint also enables the National Society to improve our services and helps to ensure that individuals are protected in future from any failure to deliver services, and that individuals involved in the complaint are treated fairly and can learn from the complaint without detriment to them.
The processing is necessary to achieve the defined benefit.	Without processing the data, we would not be able to investigate and determine the complaints and respond effectively to the complainant, nor make necessary changes and improvements to our SIAMS inspection delivery.
The purpose is balanced against, and does not override, the interests, rights and freedoms of data subjects.	The processing does not pose any significant risk to the rights and freedoms of individuals, as they would reasonably expect such processing in order to resolve any complaints made against them. All complaints will be dealt with confidentially, with only those involved in handling a complaint, or who need to be contacted as part of an investigative process, able to see the data.

For a copy of the full Legitimate Interest Assessment, please contact [grace.loughran@churchofengland.org](mailto:grace.loughran@churchofengland.org)

## 5. Who we share your information with:

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 Finance Department (ChECS) (for the purpose of processing payments only)
- The Methodist Church in Great Britain
- Your data will be stored on a third-party system - Salesforce (Customer Relationship Management System).

## 6. Your personal data will not be sent to countries outside the UK/EEA.

All applicant information will be retained on systems that are held within the UK/EEA that are compliant with the current UK GDPR requirements.

## 7. How long do we keep your information?

We will keep your data for 6 years following your departure from the service.

## 8. 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 (if applicable).

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.

## 9. Complaints or concerns

If you have any queries regarding this processing activity, please contact, in the first instance, **Grace Loughran, Operations Manager**

**[grace.loughran@churchofengland.org](mailto:grace.loughran@churchofengland.org)**

If you have any concerns or queries about how the National Society handle your personal data, please contact the Data Protection Officer at:

**[gdpr@churchofengland.org](mailto:gdpr@churchofengland.org)**

or online at: **[National Church Institutions data protection | The Church of England](#)**  
or Tel: 0207898 1030.

You have the right to make a complaint at any time to the Information Commissioner online at: **[Your personal information concerns | ICO](#)**, or by phone on 0303 123 1113 (local rate).