

## **The Church of England Foundation of Educational Leadership Privacy Notice**

This privacy notice is provided by the National Society (Church of England and Church in Wales) for the Promotion of Education (operating as the Church of England Foundation for Educational Leadership (CEFEL) and the Church of England Education Office) 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 controller is:

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

For further information on the National Society please visit:

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

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

CEFEL believes that the most effective way to grow as a leader is to collaborate with and be challenged by other leaders who share your commitment to excellence. CEFEL’s regional and national networks and working groups bring leaders from across both primary and secondary phases to support and inspire each other. The data we collect is used to facilitate these networks and working groups, including registration, attendance, and invoicing.

### **2. The lawful basis for using your information**

We collect and use personal data under the following lawful bases. Please note, if you are joining a working group, we may collect only some of the following personal data.

<b>Data item</b>	<b>Reason for processing</b>	<b>Condition for processing</b>
First Name	Used as an identifier so we can facilitate your participation in networks and/or working groups and manage consent.	<b>UK GDPR Article 6(1)(b)</b> “processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract” (signing up for participation in a network and/or working group)
Contact Email Address	To facilitate communications with you	<b>UK GDPR Article 6(1)(b)</b> “processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract” (signing up for participation in a network and/or working group)
Current School Address	To facilitate participation in the network and issue the correct invoices.	<b>UK GDPR Article 6(1)(b)</b> “processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract” (signing up for participation in a network)

Role in the Organisation	Used as an identifier.	<b>UK GDPR Article 6(1)(a)</b> “the data subject has given consent to the processing of his or her personal data for one or more specific purposes”
How did you hear about us?	We are interested in this for analysis, to determine how potential network participants find us.	<b>UK GDPR Article 6(1)(a)</b> “the data subject has given consent to the processing of his or her personal data for one or more specific purposes”
How long will you be on the network for? (1 or 2 years)	To facilitate participation in the network and issue the correct invoices.	<b>UK GDPR Article 6(1)(b)</b> “processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract” (signing up for participation in a network)
If you are a Church of England school, which diocese area is your school in?	To facilitate participation in the network.	<b>UK GDPR Article 6(1)(a)</b> “the data subject has given consent to the processing of his or her personal data for one or more specific purposes”
Last Name	Used as an identifier so we can facilitate your participation in networks and/or working groups and manage consent.	<b>UK GDPR Article 6(1)(b)</b> “processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract” (signing up for participation in a network and/or working group)
MAT: Name of MAT	To facilitate participation in the network and issue the correct invoices.	<b>UK GDPR Article 6(1)(b)</b> “processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract” (signing up for participation in a network)
School Type	To tailor your experience within the network.	<b>UK GDPR Article 6(1)(a)</b> “the data subject has given consent to the processing of his or her personal data for one or more specific purposes”
School Website	To tailor your experience within the network.	<b>UK GDPR Article 6(1)(a)</b> “the data subject has given consent to the processing of his or her personal data for one or more specific purposes”
Starting Cohort	To facilitate participation in the correct network	<b>UK GDPR Article 6(1)(b)</b> “processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract” (signing up for participation in a network)
School: Current School Name	To facilitate participation in the network and issue the correct invoices.	<b>UK GDPR Article 6(1)(b)</b> “processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract” (signing up for participation in a network)
Telephone Number	To facilitate communications with you to connect you to regional events	<b>UK GDPR Article 6(1)(a)</b> “the data subject has given consent to the processing of his or her personal data for one or more specific purposes”
Title	To ensure the participant is correctly addressed.	<b>UK GDPR Article 6(1)(a)</b> “the data subject has given consent to the processing of his or her personal data for one or more specific purposes”
What Diocese is your MAT located in?	To facilitate participation in the network.	<b>UK GDPR Article 6(1)(a)</b> “the data subject has given consent to the processing of his or her personal data for one or more specific purposes”
Which Diocese do you work for?	To facilitate participation in the network and issue the	<b>UK GDPR Article 6(1)(b)</b> “processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to

	correct invoices.	entering into a contract” (signing up for participation in a network)
Which of the below are you applying from? (School/Diocese/MAT)	To tailor your experience within the network.	<b>UK GDPR Article 6(1)(b)</b> “processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract” (signing up for participation in a network)
Which region do you want to attend your regional network stream meetings?	To facilitate participation in the correct network.	<b>UK GDPR Article 6(1)(b)</b> “processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract” (signing up for participation in a network)

### Special categories

Data item	Reason for processing	Condition for processing
Accessibility requirements	To ensure that the needs and requirements of network participants are met so that they can attend events with no issues and are not discriminated against as a result.	<b>UK GDPR Article 6(1)(d)</b> “processing is necessary in order to protect the vital interests of the data subject.”  <b>UK GDPR Article 9(2)(c)</b> “processing is necessary to protect the vital interests of the data subject”
Dietary requirements	To ensure that when at face-to-face events, the participant is not provided with any food containing any ingredients that will result in illness to the participant.	<b>UK GDPR Article 6(1)(d)</b> “processing is necessary in order to protect the vital interests of the data subject.”  <b>UK GDPR Article 9(2)(c)</b> “processing is necessary to protect the vital interests of the data subject”

### 3. Who we share your information with:

We will not share your personal data with any other third parties except where specified here.

- FormAssembly – third-party data processor for capturing form responses
- Salesforce – third-party data processor, client relationship management system.

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

Your personal data will be retained on systems that are held within the UK/EEA that are compliant with the current UK/EU GDPR requirements.

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

We will keep your data for 1 year after your network participation concludes.

### 6. 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 withdraw your consent at any time (if applicable);
- 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.

## 7. Complaints or concerns

If you have any queries regarding this processing activity, please contact, in the first instance, **Lisa Osborne, Governance Support Officer, [lisa.osborne@churchofengland.org](mailto:lisa.osborne@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: **<https://www.churchofengland.org/terms-and-conditions/national-church-institutions-data-protection>** or Tel: 020 7898 1030.

You have the right to make a complaint at any time to the Information Commissioner online at: **<https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>** or by phone on 0303 123 1113 (local rate).