

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 Education (operating as 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

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

Personal information is collected for the following purpose/s:

- To facilitate the inspections process, including scheduling and reporting.
- To facilitate the recruitment, certification, and development of inspectors
- For communications with inspectors and schools.
- For payment of services
- For the investigation of complaints and/or appeals.

2. The lawful basis for using your information

We collect and process the following types of personal data:

- Your name (first name, last name, title, preferred name).
- Your organisation's name.
- Your role at the organisation.
- Your contact details (email address, telephone number, organisation's address)
- SIAMS Inspector number (for inspectors only)
- Your photograph (for inspectors only)
- Payment information (for inspectors only)
- Your DBS number and date of check (for inspectors only)

We collect and process the above information under the following lawful bases:

- **Contract** (UK GDPR Article 6(1)(b)) – “processing is necessary...in order to take steps at the request of the data subject prior to entering into a contract”.
- **Legal Obligation** (UK GDPR Article 6(1)(c)) – “processing is necessary for the compliance with a legal obligation to which the controller is subject” this being Section 48 of the Education Act.

3. Who we share your information with:

We will be sharing your information with:

- **The Methodist Church in Great Britain** – who we partner with to deliver inspections to Methodist schools, as well as joint Anglican and Methodist schools.
- **Salesforce** – a Client Relationship Management (CRM) system used to administer and manage the National Inspection System.
- **FormAssembly** – used to host forms for expressions of interest, applications, registrations, complaints and deferral requests, and feedback.
- **Brevo (formerly SendinBlue)** – an email campaign platform used for our inspector newsletters and other email updates.

We will not share your personal data with anyone other than those third parties listed above.

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

Your personal data 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?

- **For inspectors:** We will keep your data for six (6) years after your departure from the service.
- **For schools:** We maintain inspection reports and records, which include some personal data, for a period of 10 years after the inspection date.

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 via 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**

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).