



## Introduction

- 1 This Privacy Notice (Notice) is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information.
- 2 If you have any questions about this notice please contact the Bursar.
- 3 This notice is aimed at all School staff (including employees, governors, work experience/placement students, volunteers and certain contractors and agency staff) and applicants for employment vacancies. This Notice does not form part of your contract of employment and the School may amend this notice at any time.

## What is "personal information"?

- 4 Personal information is information which is about you and from which you can be identified.
- 5 This includes your contact details, next of kin and financial information. We will also hold information such as your religion or ethnic group for the purposes of ensuring that we are an Equal Opportunities Employer. CCTV, photos and video recordings of you are also personal information.

## What personal information does the School hold about you and how is this obtained?

- 6 We set out below examples of the personal information the School holds about you and where this personal information comes from.
- 7 Information about you is gathered during the recruitment process for example:
  - 7.1 information about your education, qualifications and professional achievements;
  - 7.2 when you provide certain information to us, for example, on your application form and during any interviews;
  - 7.3 from recruitment agencies or head-hunters;
  - 7.4 when we obtain information from publicly available sources such as your social media profiles; and
  - 7.5 when we receive your personal information (from you and third parties) in carrying out pre-employment checks, for example, when we receive references, confirmation of your fitness to work, your right to work in the UK and criminal records checks.
- 8 We will hold **information about** your job performance. This includes information about skills, achievements, career progression, performance and disciplinary related matters.
- 9 We hold and use your financial information, such as, your bank details, your salary and pension details.
- 10 Where appropriate, the School will have information about your religious beliefs and practices. For example, if you do not eat certain foods.
- 11 We will hold information about any physical or mental health condition you may have **which is** disclosed to the School during the recruitment process or at any stage during your employment.

- 13 Your personal information will be created internally by the School during the course of your employment. An email from the Headmaster to a member of staff complimenting them on a School performance would be an example of this. A further example would be your appraisal.
- 14 Your personal information may be acquired from outside of the School community such as from occupational health practitioners or from public authorities such as the police or the Local Authority Designated Officer.
- 15 Pupils will often provide us with your personal information, for example, if a pupil emails their form teacher to say how much you are helping them with their work.
- 16 Your personal information will be held on the School's Single Central Register.

#### Our legal bases for using your information

- 17 This section contains information about the legal bases that we are relying on when handling your information.
- 18 The two tables below contain a general description of the different legal bases but we have also used a colour code system so that you can see which bases we are relying on for each of the purposes described at paragraphs 20 to 38 below.
- 19 If we do not have a contract with you, for example, if you are a governor or volunteer, we will not rely on the contractual basis ("C") to use your information.

#### Legitimate interests ("L")

This means that the School is using your information when this is necessary for the School's legitimate interests except when your interests and fundamental rights

#### Necessary for contract ("CT")

We will need to use your information in order to comply with our contractual obligations and for you to perform your obligations as well. For example:

- we need your name and bank details so that we can pay you your salary;
- we may need to provide your personal information to a pension provider so that you can benefit from your pension entitlement; and
- we also need to use your personal information to provide contractual benefits, such as a School fee discount.

#### Legal obligation ("LO")

As a School we have to comply with various laws and this entitles us to use your information where necessary. For example:

- we have to make sure that you have the right to work in the UK;
- to fulfil our duty of care to you and your colleagues;
- we have to fulfil our safeguarding duties towards pupils; and
- sometimes we will be legally obliged to disclose your information to third parties such as the DBS, local authorities, the police or other public bodies.

#### Vital interests

We may use your information where this is necessary to protect your vital interests or someone else's. For example, to prevent someone from being seriously harmed or killed.

#### Performance of a task carried out in the public interest (or carrying out public tasks) ("PI")

The following are examples of when we use your information to perform tasks in the public interest:

- looking after your welfare and development and the welfare and development of others. This includes equal opportunities monitoring;
- safeguarding and promoting the welfare of our pupils;
- providing pupils with an education;
- ensuring the security of the School site;
- making sure that you are complying with your employment obligations;
- facilitating the efficient operation of the School; and
- ensuring that we comply with all of our legal obligations.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, health information, and information about sex life or orientation. The bases that we are relying on to process special categories of personal information are set out below:

#### Employment, social security and social protection ("ESP")

The processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the School and staff in the field of employment, social security or social protection. Social security and protection is concerned with preventing, managing, and overcoming situations that adversely affect people's wellbeing. For example, sometimes this would allow us to disclose your information to third parties such as the DBS or occupational health services.

Vital interests:

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

Legal claims: ("LC")

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers in particular.

Medical purposes ("MP")

This includes medical treatment and the management of healthcare services.

Substantial public interest ("SPI")

The School is also allowed to use special categories of personal information where doing so is necessary in the substantial public interest. This is similar to "public interest" in the table above.

Why does the School use your personal information?

The letters highlighted in different colours below refer to the legal bases we are relying on, please see the section above for an explanation.

20 We commonly use personal information for:

20.1 providing education and support to our pupils - LI, PI, SPI;

20.2 ensuring that we provide a safe and secure work environment - LI, PI, ESP, SPI;

20.3 providing employment services (such as payroll) - LI, CT;

20.4 providing training and support - LI, PI, SPI;

20.5 protecting and promoting the School's interests and objectives - LI;

20.6 personnel, administrative and management purposes and to enable us to meet our legal obligations as an employer. For example, to pay staff and to monitor their performance - LI, CT, MP, SPI;





- 30 We may need to share information about you with the Health and Safety Executive (a government organisation) if there is a health and safety issue at the School - **LI, LO, PI, ESP, SPI**.
- 31 The School is a charity which means that in exceptional circumstances we may need to share your information with the Charity Commission e.g. in the event of a serious incident. If possible, we will endeavour to anonymise any returns that we make to the Charity Commission - **LI, LO, PI, ESP, SPI**.
- 32 If the School is dealing with a complaint or grievance (e.g. from a colleague or a parent), we will need to share your information with other parties if it is relevant, for example, the appropriate staff at the School, the colleague or parents making the complaint and governors - **LI, PI, SPI**.
- 33 If appropriate, we will share your information with individuals connected to the School who are exercising their data protection rights, for example, when responding to a subject access request. We will not reveal information about you where doing so would be unfair to you (for example, if a parent made a complaint about you we would not usually give the parent detailed information about any disciplinary action taken against you) - **LI, LO**.
- 34 We will share personal information about staff with the relevant statutory agencies if it is appropriate to share this information to investigate allegations of misconduct - **LI, LO, PI, ESP, SPI**.
- 35 We may need to share your information with the Local Authority Designated Officer in accordance with our safeguarding obligations - **LI, LO, PI, ESP, SPI**.
- 36 On occasion, we may need to share your information with the police or other government bodies for the prevention and investigation of crime and the prosecution of offenders. We will only do this in specific circumstances to assist the police and other law-enforcement bodies with their investigations. In exceptional circumstances CCTV recordings may be disclosed to third parties such as the police - **LI, LO, PI, ESP, SPI**.
- 37 If appropriate, we will share your information with parents and pupils where this is related to your professional duties, such as information about the subjects you teach - **LI, PI, ESP, SPI**.
- 38 We may need to share your information if there is an emergency, for example, if you are hurt in an accident - **LI, PI, ESP, SPI**.

We sometimes use contractors to handle personal information on our behalf. The following are examples:

- IT consultants (NS Optimum) who might access information about you when checking the security of our IT network; and
- we use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the School site e.g. Nexus who host the School website, Microsoft Office 365, SurveyMonkey, Parents Evening System (School Cloud Systems Ltd), BlueSky Education, Tapestry (The Foundation Stage Forum Ltd) and Seesaw (Seesaw Learning, Inc.).

### Transfers of your personal information overseas

- 39 We may send your information to countries which do not have the same level of protection for personal information as there is in the UK. For example, we store video information on cloud computer storage based in the USA, e.g. Smugmug and YouTube. We also request references from overseas schools.
- 40 The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here: [https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_en)



41 If the country that we are sending your information to is not on the list, or is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland), then it might not have the same

