

PRIVACY NOTICE FOR STAFF

INTRODUCTION

The School collects and processes personal data relating to its staff (including volunteers recruited by the School) in order to successfully carry out its functions. The School is committed to being transparent about how it collects and uses that data and to meeting its obligations under the Data Protection Legislation.

This Privacy Notice is intended to provide information about how the School will use (or "process") personal data about its staff.

All staff are encouraged to read this Privacy Notice and the School's Data Protection Policy and understand the School's obligations to collecting, storing and processing staff personal data and special category personal data.

This Privacy Notice applies alongside any other information the School may provide about a particular use of personal data, for example when collecting data via an online or paper form.

This **Privacy Notice** also applies in addition to the School's other relevant terms and conditions and policies, including:

- Any contract between the School and staff;
- The School's Data Protection policy;
- The School's CCTV policy;
- The School's Data Retention policy;
- The Schools Recruitment policy;
- The School's safeguarding, pastoral, or health and safety policies, including as to how concerns or incidents are recorded; and
- The School's IT policies, including its Mobile Phone policy, E-safety policy, WiFi policy, Remote Working policy and Network and Social Media policy.

DEFINITIONS

In this Policy, the following definitions apply:

"Data Protection Legislation" means (i) the General Data Protection Regulation (EU) 2016/679 ("GDPR") and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the United Kingdom and (ii) any successor legislation to the GDPR.

“Data controller”, “data subject”, “personal data” and “processing” shall have the same meanings as in the Data Protection Legislation.

“Special categories of personal data” shall have the same meaning as in the Data Protection Legislation, namely personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data, data concerning health or data concerning a person’s sex life or sexual orientation.

ABOUT ST FAITH’S

Nature of Work: Independent School

Under current Data Protection Legislation, the School is a Data Controller.

ICO Registration Number: Z976867X

The contact details for the School are as follows:

St Faith’s School
Trumpington Road
CAMBRIDGE
CB2 8AG

RESPONSIBILITY FOR DATA PROTECTION

The School has appointed Amy Pearson, Operations Manager, as the School’s Data Compliance Officer who will deal with all your requests and enquiries concerning the School’s uses of your personal data and endeavour to ensure that all personal data is processed in compliance with this Privacy Notice and current Data Protection legislation.

The Data Compliance Officer can be contacted as follows:

Email: GDPR@stfaiths.co.uk

Telephone: 01223 229443

Address: St Faith’s School, Trumpington Road, CAMBRIDGE CB2 8AG

TYPES OF PERSONAL DATA PROCESSED BY THE SCHOOL

The School collects and processes a range of personal data about its staff. This information includes:

- Names, addresses, telephone numbers, email addresses and other contact details;
- Emergency contact details;
- Car details (about those who use our car parking facilities);
- Terms and conditions of employment;

- Details of qualifications, skills, experience and employment history, including start and end dates, with previous employers and with St Faith's;
- Information about staff remuneration, including entitlement to benefits such as pensions;
- Details of staff bank accounts and national insurance numbers;
- Information about staff marital status, next of kin, dependants and emergency contacts;
- Information about staff nationality and entitlement to work in the UK;
- Information about criminal records;
- Details of staff work schedules (days of work and working hours) and attendance at work;
- Details of staff periods of leave, including holiday, sickness absence and family leave, and the reasons for the leave;
- Details of any staff disciplinary or grievance procedures including any warnings issued to staff and related correspondence;
- Assessments of staff performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence;
- Information about staff medical or health conditions, including disability information for which the organisation needs to make reasonable adjustments; and
- Equal opportunities monitoring information including information about your ethnic origin, gender, sexual orientation and religion or belief.

HOW THE SCHOOL COLLECTS AND STORES DATA

The School may collect staff personal data in a variety of ways. For example, data might be collected through application forms or CVs; obtained from a passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the School may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks permitted by law.

Data will be stored in a range of different places, including in your personnel file, in the School's HR management systems and in other IT systems (including the School's email system).

WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA

The School needs to process your personal data in order to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay

you in accordance with your employment contract and to administer benefits and pension and insurance entitlements.

In some cases, the School needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a staff's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable staff to take periods of leave to which they are entitled.

In other cases, processing personal data may be necessary for the purposes of the School's legitimate interests, arising before, during and after the end of the employment relationship.

Processing staff data allows the organisation to:

- Run recruitment and promotion processes;
- Maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of staff contractual and statutory rights;
- Operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- Operate and keep a record of staff performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- Operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that staff are receiving the pay or other benefits to which they are entitled;
- Obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that staff are receiving the pay or other benefits to which they are entitled;
- Operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that staff are receiving the pay or other benefits to which they are entitled;
- Ensure effective general HR and business administration;
- Provide references on request for current or former staff; and
- Respond to and defend against legal claims.

In relation to special categories of personal data, such as information about health or medical conditions, it is necessary to process this personal data for the purposes of carrying out the School's obligations and exercising its rights in respect of employment law.

Where the School processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of equal opportunities monitoring. This is necessary for the purposes of carrying out the School's obligations and exercise specific rights in relation to employment law.

WHO HAS ACCESS TO PERSONAL DATA AND WHO THE SCHOOL SHARES IT WITH

Your information may be shared internally, including with members of the HR and recruitment team (including payroll), your line manager, senior managers, catering and medical staff if access to the data is necessary for performance of their roles.

The School may share some of your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service. In those circumstances data required for the completion of the check will be shared and the data will be subject to confidentiality arrangements.

The School also shares your data with third parties that process data on its behalf, in connection with payroll, HR, the provision of benefits and the provision of occupational health services. These third parties may only process your personal data in accordance with our instructions.

For example we share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to School funding/expenditure and the assessment educational attainment.

Please refer to the School's Human Resources and Safeguarding Adviser for further information.

DATA COLLECTION REQUIREMENTS

The DfE collects and processes personal data relating to those employed by Schools. To find out more about the data collection requirements placed on us by the DfE, including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-Schools>.

The DfE may share information about School employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- Conducting research or analysis;
- Producing statistics;
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data;
- The purpose for which it is required;
- The level and sensitivity of data requested; and

- The arrangements in place to securely store and handle the data.

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the DfE's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department, please visit: <https://www.gov.uk/contact-dfe>

TRANSFERRING INFORMATION TO OTHER COUNTRIES

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 may communicate with you by email when you are overseas on a holiday/School trip or share information in relation to your welfare (where necessary) should you become ill on an overseas trip and require urgent medical attention. We will only do this if necessary for the performance of our contract, or the transfer of personal data is necessary to protect your vital interests and you are incapable of giving consent.

The European Commission has produced a list of countries which have adequate data protection rules. Please visit:

https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_en

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 level of protection for personal information as there is in the UK.

If you have any questions in relation to the transferring of data to other countries please contact the Data Compliance Officer.

DATA ACCURACY AND SECURITY

The School will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must please notify the School's HR and Safeguarding Adviser of any changes to personal data, such as contact details, held about them.

An individual has the right to request that any out-of-date, irrelevant or inaccurate information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection Legislation). Please see above for details of why the School may need to process your data, and of who you may contact if you disagree.

The School takes the security of your data very seriously. The School has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed,

misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Please refer to the Schools Data Protection Policy and Network & Social Media Acceptable Use Policy.

Where the School engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

HOW LONG WE KEEP PERSONAL DATA

The School will hold your personal data for the duration of your employment.

The periods for which your personal data is held after the end of employment are set out in the School's Data Retention Policy. Please refer to this schedule should you require more detail.

If you have any specific queries about how our retention policy is applied, or wish to request that personal data is considered for erasure, please contact the School's Data Compliance Officer. However, please bear in mind that the School will often have lawful and necessary reasons to hold on to some personal data even following such request.

A limited and reasonable amount of information will be kept for archiving purposes, for example; and even where you have requested we no longer keep in touch with you, we will need to keep a record of the fact in order to fulfil your wishes (called a "suppression record").

INDIVIDUAL RIGHTS

Individuals have various rights under current Data Protection Legislation which are detailed in the School's Data Protection Policy.

Any individual wishing to exercise these rights should put their request in writing to the Data Compliance Officer.

Where an individual has requested access to their data (known as a Subject Access Request) the School will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits (which is one month in the case of requests for access to information).

The School will be better able to respond quickly to smaller, targeted requests for information. If the request for information is manifestly excessive or similar to previous requests, the School may ask you to reconsider, or require a proportionate fee (but only where Data Protection Law allows it).

Further information on making a Subject Access Request is detailed in the School's Data Protection Policy.

REQUESTS THAT CANNOT BE FULFILLED

You should be aware that the right of access is limited to your own personal data, and certain data is exempt from the right of access. This may include information which identifies other individuals or information which is subject to legal privilege (for example legal advice given to or sought by the School, or documents prepared in connection with a legal action).

You may have heard of the "right to be forgotten". However, we will sometimes have compelling reasons to refuse specific requests to amend, delete or stop processing your personal data: for example, in order to comply with a legal requirement, or where there are overriding legitimate grounds. All such requests will be considered on their own merits.

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA

You have some obligations under your employment contract to provide the School with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith.

You may also have to provide the School with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable the School to enter a contract of employment with you.

If you do not provide this information, this will prevent the School being able to fulfil its statutory and legal compliance obligations. It will also hinder the School's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

THIS PRIVACY NOTICE

The School will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be notified to you directly as far as is reasonably practicable.

QUERIES AND COMPLAINTS

Any comments, queries or complaints in relation to this privacy notice should be directed to the School's Data Compliance Officer using the following contact details:

Email: GDPR@stfaiths.co.uk

Telephone: 01223 229443

Address: St Faith's School, Trumpington Road, CAMBRIDGE CB2 8AG

Alternatively, you can contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/> or on 0303 123 1113 although the ICO recommends that steps are taken to resolve the matter with the School before involving the regulator.