

STAFF PRIVACY NOTICE

Legal Status:

- Prepared with regard to the Equality Act 2010, Race Relations Act 1976, Race Relations Amendment Act 2000, Sex Discrimination Act 1986, Children's Act 1989 and Special Educational Needs and Disability Act 2001

Applies to:

- Whole school

Related Documents:

- Employment Manual
- Data Retention Policy
- Data Protection (GDPR) Policy
- Equality and Diversity Policy and Procedures
- Health, Safety and Welfare Policy and Procedures
- Risk Assessment
- Prudence Policy
- Staff Manual
- Safer Recruitment

Available from:

- The school office

Monitoring and Review:

- To be continuously monitored and reviewed by no later than September 2021.

Signed:

Date: September 2020

Proprietor and Principal

Introduction

This notice is to help you understand how and why we collect your personal information and what we do with that information. It also explains the decisions that you can make about your own information.

What is "personal information"?

Personal information is data that the school holds about you and which identifies you.

This includes information such as your name, date of birth and address as well as things like your recruitment information, qualifications & biometrics. The school may also record your religion or ethnic group. CCTV, photos and video recordings of you are also personal information which the school holds.

How and why does the School collect and use personal information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from. Sinclair House School's primary reason for using your personal information is as your employer. Legally we are required to keep certain documentation.

Application forms give us lots of personal information. We get this information from you when you apply to work here at Sinclair House School. Legally we require this information so that we can ensure we abide by right to work regulations and also to ensure all relevant safeguarding checks are completed.

We collect this information to help the school run properly, safely and to let others know what we do here. Here are some examples:

- We use CCTV to make sure the school site is safe. CCTV is not used in private areas such as toilet cubicles or changing rooms.
- We may need to report some of your information to the government. For example, we may need to tell the local authority our staff numbers and the subject areas our staff work within to ensure we are following all relevant guidelines and legislation.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry. For example, if one of your colleagues is injured at school or if there is a burglary.
- Occasionally we may use consultants, experts and other advisors to assist the school in fulfilling its obligations and to help run the school properly. We might need to share your information with them if this is relevant to their work.
- We may share some information with the Local Education Authority to make sure that we have the insurance cover that we need.
- We will only share your information with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.
- We will monitor your use of email and the internet whilst you are in school. This is to check that the IT Rules and Code of Conduct are being adhered to.
- Where we have previously received permission, we may use photographs or videos of you for the school's website or prospectus to show prospective pupils what we do here and to advertise the school.
- If you have concerns about us using photographs or videos of you, please speak to the Bursar.

Our legal grounds for using your information

This section contains information about the legal basis that we are relying on when handling your information.

1. Legitimate interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The school relies on legitimate interests for most of the ways in which it uses your information.

Specifically, the school has a legitimate interest in:

- Being your employer.

Sinclair House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

- Safeguarding and promoting your welfare whilst in school.
- Promoting the objects and interests of the school. This includes fundraising e.g. if we want to raise money to fund special projects.
- Facilitating the efficient operation of the school.
- Ensuring that all relevant legal obligations of the school are complied with.

In addition, your personal information may be processed for the legitimate interests of others. For example, we may use information about you when investigating a complaint.

2. Legal obligation

Where the School needs to use your information in order to comply with a legal obligation, for example if an incident occurs. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

3. Vital interests

For example, to prevent someone from being seriously harmed or killed or to protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

4. Public interest

Sinclair House School considers that it is acting in the public interest when providing education.

Sindair House School must also comply with an additional condition where it processes special categories of personal information. These special categories include personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

5. Substantial public interest

The processing is necessary for reasons of substantial public interest.

6. Legal claims

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

7. Medical purposes

This includes medical treatment and the management of healthcare services.

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please speak to the Bursar if you would like to withdraw any consent given.

Sending information to other countries

We may send your information to other countries where:

- we store information on computer servers based overseas; or
- we communicate with you when you are overseas (for example, during the summer holidays if you holiday in a different country).

For how long do we keep your information?

We keep your information for as long as your employment lasts +7 years in order to comply with our legal obligations.

What decisions can you make about your information?

Your rights are as follows:

- if information is incorrect you can ask us to correct it;
- you can also ask what information we hold about you and be provided with a copy if you request it. We can also give you extra information, such as why we use this information about you, where it came from and what types of people, we have sent it to;
- you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer; and
- our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate, we can only use it for limited purposes while we check its accuracy.

The Data Protection Officer who is also the Principal, can give you more information about your data protection rights. Sinclair House School is registered as the Data Controller with the Information Commissioners Office. Our registration number is ZA173842.

Further information and guidance

This notice is to explain how store and guard your personal information. The School Data Protection Officer (Principal) can answer any questions which you might have.

Please speak to the Data Protection Officer if:

- you object to us using your information for marketing purposes e.g. to send you information about school events. We will stop using your information for marketing purposes if you tell us not to; or
- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

If you consider that we have not acted properly when using your personal information, you can contact the Information Commissioner's Office: www.ico.org.uk.