

How we use your information - Privacy Notice for Staff, Governors, Volunteers and Contractors

Who we are

For the purposes of Data Protection legislation, the School is the Data Controller. This means it is in charge of personal data about you.

The postal address of the School is:

Felsted School
Felsted
Essex
CM6 3LL

In this Privacy Notice, 'we' and 'us' means the School.

If you want to contact us about your personal information you can contact our Data Protection Lead who is:

Rachel Earle
Head of Compliance
Felsted School
Felsted
Essex
CM6 3LL
Email: compliance@felsted.org

What information we collect and hold

The categories of school information that we process include:

- Personal information (such as name, address, employee/payroll number, teacher number, national insurance number, employment contracts and remuneration details)
- Copies of documentation for identification purposes, for example passports
- Characteristics information (such as sex age, ethnic group)
- Contract information (such as start date, hours worked, post, roles and salary information)
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)
- Payroll information (including bank account details)
- Sensitive information (special category personal data): Medical and health information, ethnic group (if you choose to supply this information to us), trade union membership (where applicable) and information about certain criminal convictions (for example, where this is necessary for due diligence purposes, or compliance with our legal and regulatory obligations)
- Records of communications and interactions we have had with you

- Images captured by the School's CCTV system that are used for the purposes of safeguarding and promoting the welfare of pupils, staff and visitors and for the protection of property, in accordance with the Information Commissioner's Office (ICO) Code of Practice and the School's policy on taking, storing and using images of children
- Information required for authentication as part of the School's security (including the fob operated access system)
- Information viewed and accessed as part of the School's online safety and data protection obligations, including monitoring and filtering of school accounts, devices and School Managed Chromebooks, responding to data subject requests and any video recording of live lessons (if necessary for safeguarding purposes), in accordance with the School's Online Safety and ICT Acceptable Use Policy

How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and to enable individuals to be paid.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract and in the case of special category personal data (i.e. sensitive information) processing that personal data is necessary for performing or exercising obligations or rights which are conferred on us or on you by law in connection with your employment.
- The processing is necessary for the performance of a legal obligation to which the School is subject, for example our legal duty to safeguard pupils
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm
- The processing is necessary for the performance of our education function which is a function in the public interest.

How we collect workforce information

Workforce data is essential for the school's operational use. When we collect personal information, we will make it clear whether there is a legal requirement for you to provide it and whether there is a legal requirement on the School to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

We also collect information from a previous employer or educational establishment. You will know about this because you will have supplied us with the relevant contact details.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We may be required, by law, to pass on some of the personal data which we collect to the Department for Education (DfE), such as surname, previous surname, first name, post title and the working pattern (full or part time) of our staff.

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children. The School uses a third party, Atlantic Data Services, to administer these checks.

When requested, we provide references to other employers and financial verification of your employment and salary information, for example to support a mortgage application. You will already know about this as you will have provided our contact details to provide this information.

We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Where you have decided to become part of a salary sacrifice scheme such as that for child care vouchers, we share your details with the provider to the extent necessary for them to provide the vouchers to you.

Our scheme provider is: [Computersharevoucherservices.com](https://computersharevoucherservices.com)

We share your details with your pension provider and associated benefit providers in order to make sure that you pay the correct amount and maintain your entitlement to a pension and associated benefits.

We may also need to share information with law enforcement agencies who are discharging their statutory law enforcement functions. As part of our cyber security monitoring we share the Metadata of all traffic deemed to be suspicious with the Police for law enforcement purposes. The Data Controller with whom your data is shared is Essex Police.

Some of our activity is carried out on our behalf by third parties, such as IT software systems, web developers, cloud storage providers and mailing services. We will always make sure we have in place agreements with any third parties processing personal data on our behalf, that your personal information will be kept securely and only in accordance with our instructions.

The lawful basis on which we use this information

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract
- The disclosure is necessary for the performance of a legal obligation to which the School is subject, for example our legal duty to safeguard pupils
- The disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm
- The disclosure is necessary for the performance of our education function which is a function in the public interest
- We collect your consent.

For Special Category Personal Data (i.e. sensitive personal information) uses:

- The disclosure is necessary for the performance of a legal obligation to which the School is subject, for example our legal duty to safeguard pupils.
- The disclosure is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on us as the Data Controller or on you in connection with your employment.
- Where we collect ethnic origin or disability information for equality monitoring purposes, this falls within substantial public interest and is therefore lawful (but you are not required to provide information for that purpose if you do not want to).
- We collect your explicit consent.

Storing your data

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our [Record Keeping Policy](#).

We take appropriate technical and organisational steps to ensure the security of personal data, including the use of technology and devices and access to school systems. We store most of our data on the school site servers or on servers and cloud storage based in the UK or within the European Union (EU). Some organisations which provide services to us may transfer data outside the European Economic Area (EEA) but we will only allow this if your data is adequately protected.

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact:

Head of HR
Felsted School
Felsted
Essex
CM6 3LL
Email: hrmanager@felsted.org

More information about your rights is available in our [Data Protection Policy](#).

The School's policies and Privacy Notices are all available on the School [website](#).

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Lead and if you are not happy with the

outcome you may raise a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns/> or the address below:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745.