



# THE PERSE SCHOOL CAMBRIDGE

## **PRIVACY NOTICE – STAFF (INCLUDING VOLUNTEERS AND OTHER THIRD PARTIES)**

### **WHAT THIS NOTICE IS FOR**

This privacy notice is intended to provide information about how the School will use (or "process") Personal Data about individuals including: its current, past and prospective staff, volunteers and third parties such as catering staff, peripatetic music teachers and visitors.

This information is provided in accordance with the rights of individuals under Data Protection Law to understand how their data are used. Staff are all encouraged to read this Privacy Notice and understand the School's obligations to its entire community.

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 its staff;
- the School's CCTV and Access Control policy;
- the School's Retention of Records Policy;
- the School's safeguarding, or health and safety policies, including as to how concerns or incidents are recorded; and
- the School's IT policies.

Anyone who works for, or acts on behalf of, the School (including staff, volunteers, Governors and service providers) must also be aware of and comply with this Privacy Notice, which also provides further information about how Personal Data about those individuals will be used.

### **RESPONSIBILITY FOR DATA PROTECTION**

The School has appointed the Director of ICT as the Data Processing Manager who will deal with all day to day requests and enquiries concerning the School's use of Personal Data (see section on Your Rights below). The Bursar has ultimate responsibility for all Data Protection.

### **WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA**

In order to carry out its ordinary duties to staff, the School may process a wide range of Personal Data about individuals (including current, past and prospective staff), as part of its daily operation.

Some of this activity the School will need to carry out in order to fulfil its legal rights, duties or obligations – including those under a contract with its staff.

The table below contain a general description of the different legal bases.

### **Legitimate interests**

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 override our legitimate interests.

Specifically, the School has a legitimate interest in:

- providing educational and other services;
- safeguarding and promoting the welfare of our employees;
- keeping the school buildings safe;
- protecting the School's reputation;
- facilitating the efficient operation of the School; and
- ensuring that all relevant legal obligations of the School are complied with (for example in relation to inspections).

In addition, your personal information may be processed for the legitimate interests of others. For example, another school will have a legitimate interest in knowing if you are a suitable candidate for another role.

### **Necessary for contract**

We will need to use your information in order to perform our obligations under our contract with you and for you to perform your obligations as well. For example, we need your name and contact details so that we can contact you in an emergency or to provide you with a contract, to pay you in accordance with your contract and to administer benefit and pension entitlements.

### **Legal obligation**

Where the School needs to use your information in order to comply with a legal obligation, for example to report a concern to Children's Services or to check your entitlement to work in the UK, to deduct tax, to comply with health and safety laws, to enable you to take periods of leave to which you are entitled. 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.

### **Vital interests**

In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

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

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

- safeguarding and promoting your welfare, and the welfare of others;
- 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, biometric information, health information, and information about sex life or orientation.

#### Substantial public interest

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" above.

#### Social protection and social security laws

Also, the School may use your information to comply with social protection law and social security laws. Social protection law is concerned with preventing, managing, and overcoming situations that adversely affect people's wellbeing.

#### Vital interests

In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

#### Legal claims

We are allowed to use your information if this is necessary in relation to legal claims. For example, this allows us to share information with our legal advisors and insurers.

The school expects that the following uses may fall within one or more the categories listed in the tables above.

- For the purposes of management planning and forecasting, research and statistical analysis, including that imposed or provided for by law (such as diversity or gender pay gap analysis and taxation records) (**legal basis:** legitimate interests);
- To enable relevant authorities to monitor the School's performance and to intervene or assist with incidents as appropriate (**legal basis:** legitimate interests, necessary for contract and legal obligation);
- Information about job performance, fitness to work, staff disciplinary matters (**legal basis:** legitimate interests, necessary for contract and legal obligation);
- Information may be shared with outside agencies such as the National College for Teaching and Leadership and the Health and Safety Executive; (**legal basis:** legitimate interests, necessary for contract and legal obligation);
- To monitor (as appropriate) use of the School's IT and communications systems in accordance with the School's Acceptable Use of IT Policy for Staff (**legal basis:** legitimate interests, legal obligation);
- For security and safety purposes, including CCTV in accordance with the School's CCTV and Access Control Policy (**legal basis:** legitimate interests);
- Where otherwise reasonably necessary for the School's purposes, including to obtain appropriate professional advice and insurance for the School (**legal basis:** legitimate interests and legal obligation).

Special Category Examples:

- In connection with employment of its staff, for example DBS checks, welfare or pension plans (**legal basis:** legitimate interests, necessary for contract and legal obligation);
- Information may be obtained from occupation health practitioners (**legal basis:** legitimate interests, necessary for contract and legal obligation); and

- For legal and regulatory purposes (for example, diversity monitoring and health and safety) and to comply with its legal obligations and duties of care (**legal basis:** legitimate interests, necessary for contract and legal obligation).

## **TYPES OF PERSONAL DATA PROCESSED BY THE SCHOOL**

This will include by way of example:

- names, addresses, telephone numbers and e-mail addresses;
- education, qualifications and professional achievements;
- car details (about those who use our car parking facilities);
- biometric information, which will be collected and used by the School in accordance with the School's Biometric Information Notice (for those staff who consent to have their Biometric data recorded);
- physical or mental health conditions (which have been disclosed to the School);
- bank details and other financial information;
- where appropriate, information about individuals' health, and contact details for their next of kin;
- references given or received by the School about staff, and information provided by previous educational establishments and/or other professionals or organisations working with staff; and
- images of staff (and occasionally other individuals) engaging in school activities, and images captured by the School's CCTV system (in accordance with the School's guidance for Staff on the Use of Photographs and Videos of Pupils and Policy for the Installation and Use of CCTV and Access Control).

## **HOW THE SCHOOL COLLECTS DATA**

Generally, the School receives Personal Data from the individual directly. This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written assessments).

However, in some cases Personal Data may be supplied by third parties (for example another school, or other professionals or authorities working with that individual); or collected from publicly available resources.

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

Occasionally, the School will need to share personal information relating to its community with third parties, such as professional advisers (lawyers and accountants) or relevant authorities (HMRC, police, health services or the local authority).

For the most part, Personal Data collected by the School will remain within the School and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). Where third parties are engaged they will be required to confirm their compliance with Data Protection Law. Particularly strict rules of access apply in the context of:

- medical records held and accessed only by the school nurses and appropriate medical staff, or otherwise in accordance with express consent.

Staff are reminded that the School is under duties imposed by law and statutory guidance (including *Keeping Children Safe in Education*) to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This may include file notes on personnel or safeguarding files, and in some cases referrals to relevant authorities such as the LADO or police. For further information about this, please view the School's Safeguarding Policy.

Finally, in accordance with Data Protection Law, some of the School's processing activity is carried out on its behalf by third parties, such as IT systems, web developers or cloud storage providers. This is always subject to contractual obligations that Personal Data will be kept securely and only in accordance with the School's specific directions.

### **HOW LONG WE KEEP PERSONAL DATA**

The School will retain Personal Data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason. The retention of data is outlined in the Records Retention Schedule. If you have any specific queries about how this schedule is applied or wish to request that Personal Data that you no longer believe to be relevant is considered for erasure, please contact the Data Processing Manager. However, please bear in mind that the School may have lawful and necessary reasons to hold on to some data.

### **YOUR RIGHTS**

Individuals have various rights under Data Protection Law to access and understand Personal Data about them held by the School, and in some cases ask for it to be erased or amended or for the School to stop processing it, but subject to certain exemptions and limitations.

Any individual wishing to access, erase, restrict processing, obtain, object or amend their Personal Data, should put their request in writing to the Data Processing Manager.

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 is manifestly excessive or similar to previous requests, the School may ask you to reconsider or charge a proportionate fee, but only where Data Protection Law allows it.

You should be aware that certain data are exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal professional privilege. The School is also not required to disclose any examination scripts nor any confidential reference given by the School for the purposes of the education, training or employment of any individual.

### **CONSENT**

Where the School is relying on consent as a means to process Personal Data, any person may withdraw this consent at any time (subject to similar age considerations as above). Please be aware however that the School may have another lawful reason to process the Personal Data in question even without your consent.

That reason will usually have been asserted under this Privacy Notice or may otherwise exist under some form of contract or agreement with the individual (e.g. an employment or parent contract, or because a purchase of goods, services or membership of an organisation such as an alumni or parents' association has been requested).

## **SENDING INFORMATION TO OTHER COUNTRIES**

We may send your information to other countries where:

we store information on computer servers based overseas; or

we need to send your information to a third party in another country (for example, sending staff data for an overseas school trip).

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/international-dimension-data-protection/adequacy-decisions\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions_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 the UK.

We will provide you with details about the safeguards which we have in place outside of this privacy notice. If you have any questions about the safeguards that are in place, please contact the Data Processing Manager.

## **WHAT DECISIONS CAN YOU MAKE ABOUT YOUR INFORMATION?**

From 25 May 2018 data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- **Rectification:** if information is incorrect you can ask us to correct it.
- **Access:** you can also ask what information we hold about you and be provided with a copy. This is commonly known as making a subject access request. We will 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.
- **Deletion:** 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.
- **Portability:** you can request the transfer of your information to you or to a third party in a format that can be read by computer. This applies where (a) the information has been provided by you; (b) the basis that we are relying on to process your information is consent or contract (please see "Our legal bases for using your information below"); and (c) the information is being processed by us on computer.
- **Restriction:** 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.
- **Object:** you may object to us using your information where:
  - a. the legal basis on which we are relying is either legitimate interests or performance of a task carried out in the public interest. Please see the section "Why school needs to process Personal Data" above; and

we are using it for historical or scientific research purposes or archiving purposes. For example, we may keep photographs of you at a School event for historical reasons.

### **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 notify Human Resources (staff) of any significant changes to important information, such as contact details, held about them.

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

The School will take appropriate technical and organisational steps to ensure the security of Personal Data about individuals, including policies concerning the use of technology and devices, and access to school systems. All staff and governors will be made aware of this policy and their duties under Data Protection Law and receive relevant training.

### **THIS POLICY**

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

### **QUERIES AND COMPLAINTS**

Any comments or queries on this policy should be directed to the Data Processing Manger using the following contact details The Data Processing Manager, The Perse School, Hills Road, Cambridge, CB2 8QF.

If an individual believes that the School has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise the School's Complaints Procedure and should also notify the Data Processing Manager. The School can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the School before involving the Regulator.

*January 2021*