



SCHOOL DATA PROTECTION (PRIVACY NOTICE) – SCHOOL WORKFORCE

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:

Rookwood School, 35-39 Weyhill Road, Andover, Hampshire, SP10 3AL

The Data Protection Lead for the School is Steve Bench, Bursar. He can be contacted:

Steve Bench
Bursar
Rookwood School
35-39 Weyhill Road
Andover
Hampshire
SP10 3AL

External: 01264 325916

Internal: Ext 1216

Email: sbench@rookwoodschoo.org

In this privacy notice 'we' and 'us' means the School.

This privacy notice is intended to provide information about how the School will use (or "process") personal data about staff, self-employed persons, volunteers and governors.

This information is provided in accordance with the rights of individuals under Data Protection Law to understand how their data is used. School personnel are all encouraged to read this privacy notice and understand the School's obligations them.

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 policy on the use of CCTV
- the School's Retention of Records Policy
- the School's Safeguarding Policy
- the School's Health and Safety Policy, including how concerns or incidents are recorded

- the School's IT policies, including its Acceptable Use Policy, On-line Safety 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/or to enable individuals to be paid. We also process personal data of prospective employees during our recruitment practices.

This personal data includes identifiers such as names and national insurance numbers, employment contracts and remuneration details, qualifications and absence information. It will also include sensitive personal data such as ethnic group and medical information (if you choose to supply this information to us).

During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

Collecting this information

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

- the processing is necessary for the performance of your employment contract
- 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
- the processing is necessary for a legitimate interest of the School or that of a third party
- you have given consent that is specific to the particular type of processing activity

When we collect personal information on our forms, 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.

Who we share your information with

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

We are required, by law, to pass on some of the personal data which we collect to:

- our local authority
- the Department for Education (DfE)

The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning

- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

In addition, we regularly disclose personal information to:

- Civil & Corporate Security being the School's Disclosure and Barring Service application processing provider
- Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children
- Sage UK for payroll and pension processing
- HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions
- Teacher Pension Scheme (TPS) and National Employment Savings Trust (NEST) in respect of your pension contributions
- Barclays Bank for the purpose of paying salaries
- Furlong Solutions who provide the School's staff database "SchoolBase"
- Oakford Technology Ltd who provide the School's external IT provision
- Vision2learn for schools for undertaking our annual safeguarding training
- FinalsitesUK being the School's website host
- The wider public via the School's website
- External course providers as required

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

To be granted access to your personal 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.

Storage of your personal information

Your personal information is held in both electronic and hard copy form. Access is protected by either password access to electronic documents or secure rooms/cabinets for hard copy documents. Access is restricted to those individuals entitled to see such information in accordance with their school roles and responsibilities.

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 Records Retention Policy, which can be found on the Staff Shared Drive (J:) of the IT network.

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 that we hold about you, please contact Steve Bench.

More information about your rights is available in the School's Data Protection Policy, which can be found on the Staff Shared Drive (J:) of the IT network.

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, Steve Bench and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office.

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.