St Mary's School
CAMBRIDGE

# Privacy Notice for Staff

*This policy is the responsibility of the Head of HR and Compliance*

*Last review: March 26*

*Next review: March 28*

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## Overview

St Mary's School, Cambridge (the School) is a company limited by guarantee (company number 1840431, registered charity 290180). We take our responsibilities as a data controller seriously and are committed to using the personal data we hold in accordance with the law.

In the course of your work undertaken for the School, we will collect, use, store and process personal data relating to you as a member of our staff or wider school team, regardless of your employment status. This makes the School a data controller of your personal information, and this Privacy Notice sets out how we will use that information and what your rights are.

## Who this Privacy Notice applies to?

This notice applies to staff at the School, including employees, contractors, visiting music teachers and other peripatetic workers, casual workers, temporary staff, and volunteers who may be employed or engaged by the School to work for it in any capacity, as well as prospective applicants for roles.

Please note that, even if this Privacy Notice applies to you, references to employment, staff, etc. in this Privacy Notice are not intended to imply or confer any employment rights on you if you are a contractor, non-employed worker, or job applicant.

## About this Notice

This Privacy Notice explains how the School collects, uses , stores and processes personal data of staff, and your rights in relation to the personal data we hold.

This Privacy Notice applies in addition to the School's other relevant terms and conditions and policies that may (depending on your role and status) apply to you, including:

- any contract between the School and its staff, such as the terms and conditions of employment, Staff Behaviour Policy, and any applicable staff policies;
- the CCTV Policy;
- the retention and deletion of records guidance;
- the Disciplinary, Safeguarding and Child Protection Policy, Anti-bullying Policy, or health and safety policies, including as to how concerns, low-level concerns or incidents are reported or recorded (both by and about staff);

- the Data Protection Policy;
- the IT policies, including its IT Acceptable Use Policy, On-Line Safety Policy, Social Media policy, Remote Working Protocol and Bring Your Own Device Policy.

Please note that any contract you may have with the School will be relevant to how the School processes your data, in accordance with any relevant rights or obligations under that contract. However, this Privacy Notice is the primary document by which we notify you about the use of your personal data by the School.

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

## How we collect your information

We may collect your personal data in several ways, for example;

- from the information you provide to us before making a job application when you come for an interview;
- when you submit a formal application to work for us, and provide your personal data in application forms and covering letters;
- from third parties, the Disclosure and Barring Service (DBS) and referees (including your previous or current employers or school), or (if you are a contractor) your own employer or agent, in order to verify details about you and/or your application to work for us.

More generally, during the course of your employment with us, as a member of staff, we will collect data from or about you, including:

- when you provide or update your contact details;
- when you or another member of staff completes paperwork regarding your performance appraisals;
- in the course of fulfilling your employment (or equivalent) duties more generally, including by filling reports, note taking, or sending emails on school systems;
- in various other ways as you interact with us during your time as a member of staff, and afterwards, where relevant, for the various purposes set out below.

## The types of information we collect

We may collect the following types of personal data about you (and your family members and 'next of kin', where relevant):

- contact and communications information, including:
    - your contact details (including your email address, telephone numbers and postal address);
    - contact details (through various means, as above) for your family members and 'next of kin', in which case you confirm that you have the right to pass this information to us for use by us in accordance with this Privacy Notice;
    - records of communications and interactions we have had with you.
- biographical, educational, and social information, including:
    - your name, title, gender, nationality, and date of birth;
    - your image and likeness, including as captured in photographs taken for work purposes;
    - details of your education and references from your institutions of study;
    - lifestyle information and social circumstances;
    - your interests and extra-curricular activities;

- information in the public domain, including information you may have posted to social media, where relevant to your role (e.g. as part of pre-employment screening).

- financial information, including:
  - your bank account number(s), name(s) and sort code(s) (used for paying your salary or invoices and processing other payments);
  - your tax status (including residence status);
  - information related to pensions, national insurance, or employee benefit schemes.
- work related information, including:
  - details of your work history and references from your previous employer(s);
  - your national insurance number and driving licence details;
  - your personal data captured in the work product(s), notes and correspondence you create while employed by or otherwise engaged to work for the School;
  - details of your professional activities and interests;
  - your involvement with and membership of sector bodies and professional associations;
  - information about your employment and professional life after leaving the School, where relevant (for example, where you have asked us to keep in touch with you);
  - nationality and other immigration status information (e.g. about your entitlement to work in the UK), including copies of passport information (if applicable).
- any other information relevant to your employment or other engagement to work for the School.

Where this is necessary for your employment or other engagement to work for us, we may also collect special categories of data, and information about criminal convictions and offences, including:

- information revealing your racial or ethnic origin;
- trade union membership, where applicable;
- information concerning your health and medical conditions (for example, where required to monitor and record sickness absences, dietary needs, or to make reasonable adjustments to your working conditions or environment);
- biometric information, for example, where necessary for school security systems;
- information concerning your sexual life or orientation (for example, while investigating complaints made by you or others, concerning discrimination);
- information about certain criminal convictions (for example, where this is necessary for due diligence purposes, or compliance with our legal and regulatory obligations).

This will only be undertaken where and to the extent it is necessary for a lawful purpose in connection with your employment or other engagement to work for the School.

## Processing your personal data

### Entering into, or fulfilling, our contract with you

We process your personal data because it is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract, such as a contract of employment or other engagement with us. In this respect, depending on your role and status, we are likely to use your personal data for the following purposes:

- administering job applications and, where relevant, offering you a role with us;

- carrying out due diligence checks on you, whether during the application process for a role with us or during your engagement with us, including by checking references in relation to your education and your employment history;
- once you are employed or engaged by us in any capacity, for the performance of the contract of employment (or other agreement) between you and us;
- to pay you and to administer benefits (including pensions) in connection with your employment or other engagement with us;
- monitoring your attendance and your performance in your work, including in performance appraisals;
- promoting the School to prospective parents and others, including by publishing the work product(s) you create while employed by or otherwise engaged to work for the School;
- for disciplinary purposes, including conducting investigations where required;
- for other administrative purposes, for example to update you about changes to your terms and conditions of employment or engagement, or changes to your pension arrangements;
- for internal record-keeping, including the management of any staff feedback or complaints and incident reporting;
- for any other reason or purpose set out in your employment or other contract with us.

### Legitimate Interests

We process your personal data because it is necessary for our (or sometimes a third party's) legitimate interests. Our legitimate interests include our interests in running the School in a professional, sustainable manner, in accordance with all relevant ethical, educational, charitable, legal, and regulatory duties and requirements (whether or not connected directly to data protection law). In this respect, depending on your role and status, we are likely to use your personal data for the following:

- providing you with information about us and what it is like to work for us (where you have asked for this, most obviously before you have made a formal application to work for us);
- for security purposes, including by operating security cameras in various locations on the School's premises;
- to enable relevant authorities to monitor the School's performance and to intervene or assist with incidents as appropriate;
- to provide education services to pupils, including where such services are provided remotely (either temporarily or permanently);
- to safeguard staff and pupils' health and welfare and provide appropriate pastoral care;
- to carry out or cooperate with any school or external complaints, disciplinary or investigatory process;
- for the purposes of management planning and forecasting, research, and statistical analysis;
- in connection with organising events and social engagements for staff;
- making travel arrangements on your behalf, where required;
- for example, contacting you or your family members and 'next of kin' for business continuity purposes, to confirm your absence from work;
- publishing your image and likeness in connection with your employment or engagement with us;
- to monitor (as appropriate) use of the School's IT and communications systems in accordance with the School's IT Acceptable Use Policy, On-Line Safety Policy, Bring Your Own Device Policy, Social Media policy and government guidance such as Keeping Children Safe in Education (KCSIE).

### Legal Obligations

We also process your personal data for our compliance with our legal obligations, notably those in connection with employment, charity and company law, tax law and accounting, and child welfare. In this respect, depending on your role and status, we are likely to use your personal data for the following:

- to meet our legal obligations (for example, relating to child welfare, social protection, diversity, equality, and gender pay gap monitoring, employment, immigration and/or visa sponsorship compliance and health and safety);
- for tax and accounting purposes, including transferring personal data to HM Revenue and Customs to ensure that you have paid appropriate amounts of tax, and in respect of any Gift Aid claims, where relevant;
- for the prevention and detection of crime, and in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

### Special categories of data

Depending on your role and status, we process special categories of personal data (such as data concerning health, religious beliefs, racial or ethnic origin, sexual orientation, or union membership) or criminal convictions and allegations for the reasons set out below.

We will process this data on the basis that such processing is necessary to carry out obligations and exercise rights (both yours and ours) in relation to your employment or engagement.

In particular, we process the following types of special category personal data for the following reasons:

- your physical or mental health or condition(s) in order to record sick leave and take decisions about your fitness for work, or (in emergencies) act on any medical needs you may have. This may include health testing;
- recording your racial or ethnic origin in order to monitor our compliance with equal opportunities legislation;
- trade union membership, in connection with your rights as an employee, agent or contractor and our obligations as an employer or engager of your services;
- categories of your personal data which are relevant to investigating complaints made by you or others, for example, concerning discrimination, bullying or harassment;
- data about any criminal convictions or offences committed by you, for example, when conducting criminal background checks with the DBS, or where it is necessary to record or report an allegation (including to police or other authorities, with or without reference to you);

We will process special categories of personal data for lawful reasons only, including because:

- you have given us your explicit consent to do so, in circumstances where consent is appropriate;
- it is necessary to protect your or another person's vital interests, for example, where you have a life-threatening accident or illness in the workplace, and we have to process your personal data in order to ensure you receive appropriate medical attention;
- it is necessary for the purposes of carrying out rights and obligations of the School in connection with employment law, or some function in the substantial public interest, including the safeguarding of children or vulnerable people, or as part of a process designed to protect others from malpractice, incompetence or unfitness in a role (or to establish the truth of any such allegations);
- to comply with public health requirements;
- it is necessary for the establishment, exercise or defence of legal claims, such as where any person has brought a claim or serious complaint against us or you.

### Low-level concerns about adults

We will process personal data about you, whether or not it constitutes special category data, in accordance with the Safeguarding and Child Protection Policy. This will be processed for the same safeguarding and/or employment law reasons as set out above.

Any requests to access, erase or amend personal data we hold may be subject to necessary exemptions, for example, if we consider that compliance with the request might unreasonably impact the privacy rights of others or give rise to a risk of harm to children.

As a general rule, records of low-level concerns will be kept for up to 7 years following the termination of your employment, but may need to be retained longer: e.g. where relevant, individually or cumulatively, to any employment, disciplinary or safeguarding matter. Low-level concerns will not be included in references unless they relate to issues which would normally be included in references, for example, misconduct or poor performance. A low-level concern which relates exclusively to safeguarding (and not to misconduct or poor performance) will not be referred to in a reference.

## Sharing your information with others

For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we may share your personal data with certain third parties. We may disclose limited personal data (including in limited cases special category or criminal data) to a variety of recipients including:

- other employees, agents, and contractors (e.g. third parties processing data on our behalf as part of administering payroll services, administering occupational health services, the provision of benefits including pensions and IT)
- DBS and other government authorities (e.g. HMRC, DfE, CAFCASS, police, Home Office, a relevant public health or NHS body and/or local authority) and/or appropriate regulatory bodies e.g. the Teaching Regulation Agency, the Independent Schools Inspectorate, the Charity Commission;
- external auditors or inspectors;
- our advisers where it is necessary for us to obtain their advice or assistance, including insurers, lawyers, accountants, or other external consultants;
- third parties and their advisers in the unlikely event that those third parties are acquiring or considering acquiring all or part of our school, we are reconstituting or setting up some form of joint working or partnership arrangement in the unlikely event that those third parties are acquiring or considering acquiring all or part of our school, or we are reconstituting or setting up some form of joint working or partnership arrangement in the UK or abroad;
- when the School is legally required to do so (by a court order, government body, law enforcement agency or other authority of competent jurisdiction), for example, HM Revenue and Customs or police;
- we may also share information about you with other employers in the form of a reference, where we consider it appropriate, or if we are required to do so in compliance with our legal obligations. References given or received in confidence may not be accessible under your UK GDPR rights.

## How long your information is kept

Personal data relating to unsuccessful job applicants is deleted within 12 months, except where we have notified you, we intend to keep it for longer (and you have not objected).

Subject to any other notices that we may provide to you, we may retain your personal data for a period of 7 years after your contract has expired or been terminated.

However, some information may be retained for longer than this, for example, incident reports and safeguarding files, in accordance with specific legal requirements. Please see our data retention and deletion guidance or contact Head of HR and Compliance, if you wish to obtain a copy.

## Your rights

Please see our School Privacy Notice which has details of your rights as a 'data subject', which are the same as if you were any member for the public. You can find out more about your rights under applicable data protection legislation from the Information Commissioner's Office website available at www.ico.org.uk.

You have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you;
- to require us to correct the personal data we hold about you if it is incorrect;
- to require us (in certain circumstances) to erase your personal data;
- to request that we restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply. The School will endeavour to respond to any such requests as soon as is reasonably practicable and in any event within statutory time-limits (which is generally one month, but actually fulfilling more complex or multiple requests, e.g. those involving third party information, may take 1-2 months longer).

## This notice

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.

## Contact and complaints

If you have any queries about this privacy notice or how we process your personal data, or if you wish to exercise any of your rights under applicable law, you may contact your line manager, Head of HR and Compliance or refer the matter through the Staff Grievance Policy.

If you are not satisfied with how we are processing your personal data, or how we deal with your complaint, you can make a complaint to the Information Commissioner: www.ico.org.uk. The ICO does recommend you seek to resolve any issues with the data controller initially prior to any referral.