

**Date: May 2021**

**Next Review due: May 2022**

**Responsibility: Principal/Bursar/Data Protection Coordinator**



## **DAME ALLAN'S SCHOOLS PRIVACY NOTICE FOR STAFF**

### **1. INTRODUCTION**

Under data protection law, individuals have a right to be informed about how we, Dame Allan's Schools (hereafter the Schools) (which comprises Dame Allan's Junior School and Nursery, Dame Allan's Boys' School, Dame Allan's Girls' School and Dame Allan's Sixth Form, registered charity number 1084965 and company number 4002372) use any personal data that we hold about them.

We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our Schools.

We are the 'data controller' for the purposes of data protection law.

**Our Data Protection Coordinator is Mrs J. Taylor.**

This Privacy Notice should be read in conjunction with our Data Protection Policy. It applies alongside any other information the Schools 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 Schools' other relevant terms and conditions and policies, including:

- any contract between the Schools and staff;
- the Schools' policies, including:
  - the Taking, Storing and Using Images of Children Policy;
  - the Retention of Records Policy;
  - the CCTV policy;
  - the Child Protection and Safeguarding Policy, including as to how concerns or incidents are recorded;
  - the Whole School Policy on the Acceptable Use of Electronic Devices and Information Technology Systems;
  - the Staff Code of Conduct.

### **Covid-19 Related processing**

**While pandemic conditions persist, the Schools may need to collect, share and otherwise process personal data in accordance with Government guidance. This may be for reasons not specifically set out in this Privacy Notice but always for the purposes of protecting public and individual health by seeking to limit the spread of coronavirus (Covid-19).**

**Please note that there are also separate privacy notices in respect of Covid-19 testing, which are available on the Schools' website and staff portal. Guidelines in respect of Covid-19 vaccinations have also been issued, encouraging staff to inform the Schools if they have been vaccinated and explaining why it is important for the Schools to have this information. Again these guidelines can be viewed on the staff portal.**

## **2. THE PERSONAL DATA WE HOLD**

We process data relating to those we employ, or otherwise engage, to work at our Schools. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details and copies of identification documents, including names, addresses, telephone numbers, email addresses, passport and birth certificates, visa details and other contact details;
- Date of birth, marital status and gender;
- Next of kin and emergency contact numbers;
- Salary, annual leave, pension and benefits information;
- Bank account details for payments of salaries/wages, overtime payments, invoices and reimbursement of expenses, payroll records, National Insurance number and tax status information;
- Pension scheme details, contribution rates and expression of wishes forms;
- Recruitment information, including copies of right to work documentation, references and other information included in an application form, CV or cover letter or as part of the application process;

- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships;
- DBS Certificate number and date of issue, prohibition from teaching and management checks, disqualification from childcare declaration form;
- Performance information, including details and outcomes of any disciplinary and/or grievance procedures and/or complaints or other performance matters;
- Absence from work data;
- Medical questionnaires and reports and other relevant correspondence relating to medical conditions;
- Driving licence details, car insurance and fitness to drive information, for those staff driving Schools' minibuses or using their own vehicles for business use;
- Specimen signatures/signed mandates for delegated financial authority;
- Photographs and videos of your participation in Schools' activities;
- CCTV footage captured by the Schools' CCTV system;
- Data about your use of the School's information and communications system;
- Vehicle details for those who use the Schools' car parking facilities.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs and sexual orientation;
- Trade union membership;
- Health, including any medical conditions, and sickness records.

### **3. WHY WE USE THIS DATA**

The purpose of processing this data is to help us run the Schools, including to:

- Enable you to be paid, including the payment of expenses, and including the use of third party financial system (for example, banking facilities, BACS payments);
- Enable tax, national insurance and pension contributions to be deducted appropriately, including onward payment to HMRC and relevant pension providers/schemes;
- Enable appropriate organisational contact (for example, staffing lists for both internal and external use, including publication on the Schools' website) and contact with your next of kin in the event of an emergency;
- Allow for delegated financial authority (for example, cheque signing, bank mandates, contract signing);
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils, including DBS checks;
- Safeguard staff health and welfare, including taking appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition or other relevant information where it is in the individual's interests

to do so (for example, for medical advice, safeguarding, cooperation with the police or social services, for insurance purposes);

- Support effective performance management;
- Approve and monitor staff absence;
- Inform our recruitment and retention policies;
- Allow better financial modelling and planning, research and statistical analysis, including that imposed or provided for by law (such as diversity or gender pay gap analysis and taxation records);
- Enable ethnicity and disability monitoring;
- Provide references to potential future employers or for mortgage lenders/letting agencies as requested by staff;
- Enable regulatory record keeping in respect of immigration requirements, as an employer and/or visa sponsor;
- Arrange travel and accommodation for training courses, meetings, conferences, excursions, trips, visits and tours;
- Provide credit card facilities (where relevant);
- Provide access to and use of the Schools' IT systems and to monitor use thereof, in accordance with the Schools' Policy on the Acceptable Use of Electronic Devices and Information Technology Systems;
- Carry out or cooperate with any school or external complaints, disciplinary or investigation process;
- Order goods and services, including appropriate insurance and professional advice for the Schools;
- Provide the Independent Schools Inspectorate and external auditors with relevant information;
- Meet the legal requirements of the Charity Commission and Companies House;
- Ensure security of the Schools' sites (for example, staff passes, issue of access fobs), including CCTV in accordance with the Schools' CCTV policy;
- Establish and retain written and photographic records and archives of the Schools' classes, teams, pupils, staff and key events each year for historic and research purposes;
- Comply with public health requirements in respect of Covid-19 (or similar) testing including managing on-site testing and/or processing the results of tests taken by staff, and sharing this information with relevant health authorities.

#### **4. OUR LAWFUL BASIS FOR USING THIS DATA**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you;

- Comply with a legal obligation;
- Carry out a task in the public interest.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way;
- We need to protect your vital interests (or someone else's interests);
- We have legitimate interests in processing the data.

To process special category data we need an additional lawful basis. We will process special category data most commonly where:

- We have your explicit consent;
- The processing is necessary under social security or social protection law;
- We are processing it in the vital interests of an individual;
- We are providing health care or treatment under the responsibility of a health professional.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Schools' use of your data.

Where we are processing data on a legal or contractual basis, if you choose not to share this data with us we may not be able to carry out our obligations under our contract with you, or employ you as a member of staff.

## **5. COLLECTING THIS INFORMATION**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

In some cases, personal data may be supplied by third parties, for example, another school or other professionals or authorities working with that individual.

## **6. HOW WE STORE THIS DATA**

We create and maintain an employment file for each member of staff. The information contained in this file, which is kept as a paper copy and electronically on the Schools' computer systems, is kept secure and is only used for purposes directly relevant to your employment. Access to it is limited to relevant members of the Schools' staff only.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Retention of Records Policy, a copy of which is available on the

Staff Portal or by contacting the Data Protection Coordinator or the HR Manager at the Schools.

### **Access to sensitive data**

Particularly strict rules of access apply in the context of “special category”, in particular:

#### **a. Medical data**

The Schools need to process this information to comply with statutory duties and to keep you and others safe, but the Schools will ensure only authorised staff can access information on a need-to-know basis. This may include wider dissemination if needed for school trips or for catering purposes. Express consent will be sought where appropriate.

#### **b. Safeguarding data**

Staff are reminded that the Schools are under duties imposed by law and statutory guidance (including Keeping Children Safe in Education (KCSIE)) 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 is likely to include notes in safeguarding and employment records, whether on paper or kept electronically (including use of the CPOMS software), and in some cases referrals to relevant authorities, such as the LADO or police.

For further information, please see the Schools’ Child Protection and Safeguarding Policy.

### **Data security**

The Schools 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 the Schools of any significant changes to important personal information, such as contact details, held about them.

The Schools will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies relating to the use of technology and devices and access to school systems. All staff and governors will be made aware of these policies and their duties under data protection law and receive relevant training.

## **7. DATA SHARING**

We do not share information about you with any third party without your consent unless the law, our policies or the terms of this privacy notice allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- All relevant local authorities – to meet our legal obligations to share certain information with it, such as safeguarding concerns;
- The Department for Education;
- Your family or representatives;
- Educators and examining bodies;
- Our regulator, the Independent Schools Inspectorate;

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll;
- Financial organisations, such as HMRC;
- Central and local government authorities, including the Department of Education, Home Office and relevant NHS bodies;
- Our auditors;
- Survey and research organisations, including universities;
- Health and social welfare organisations;
- Professional advisers and consultants;
- Charities and voluntary organisations;
- Police forces, courts, tribunals;
- Professional bodies.

## **8. TRANSFERRING DATA INTERNATIONALLY**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law and after ensuring appropriate safeguards are in place. However, we do not in the course of our standard data processing activities transfer personal data outside of the European Economic Area.

## **9. YOUR RIGHTS**

### **How to access personal information we hold about you**

Individuals have a right to make a **‘subject access request’** to gain access to personal information that the Schools hold about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it;
- Tell you why we are holding and processing it, and how long we will keep it for;
- Explain where we got it from, if not from you;
- Tell you who it has been, or will be, shared with;
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this;
- Give you a copy of the information in an intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact the Data Protection Coordinator.

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress;
- Prevent your data being used to send direct marketing;
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person). Currently we do not carry out any automated decision making or profiling on the personal data we process. If this changes then we will let you know and update this Privacy Notice accordingly;
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing;
- Request the transfer of automated personal data to you or to a third party. We will provide personal data in a structured, commonly used, machine-readable format;
- Where we are processing personal data on the lawful basis of consent, for example when publishing photographs in our brochures, you can withdraw your consent at any time by contacting the Data Protection Coordinator;
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our Data Protection Coordinator.

## 10. COMPLAINTS

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or you have any other query or concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Coordinator.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 11. CONTACT US

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Coordinator**:

Name: Mrs J. Taylor

Address: Bursar's Office, Dame Allan's Schools, Fowberry Crescent, Fenham, Newcastle upon Tyne, NE4 9YJ.



Tel: 0191 274 5910

Email: [j.taylor@dameallans.co.uk](mailto:j.taylor@dameallans.co.uk)

***The Schools 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.***