



## **PRIVACY NOTICE for employees, contractors and volunteers**

### **Introduction**

This notice is to help employees, contractors and volunteers understand **how** and **why** the School collects personal information relevant to them. It also explains **what** the School does with that information and explains the decisions which employees, contractors and volunteers can make about their own information.

### **What is 'personal information'?**

Personal information is information which the School collects about individuals. This includes information such as name, date of birth and address/contact details as well as exam results, medical details, nationality and behaviour records. The School may also record religion and ethnicity.

### **Why does the School collect and process personal information?**

The School collects this information to help it operate legally, safely and effectively in the wide range of situations and processes which represent its day-to-day operations. Here are some examples:

- The School needs to collect and generate a range of personal data on each employee, contractor and volunteer in order to fulfil its legal and regulatory responsibilities as an employer including HR employment data, payroll and tax information;
- The School may need to advise teaching and some support staff if an employee, contractor and volunteer has an allergy or medical condition;
- The School uses CCTV to ensure the site is safe;
- The School may need to report some information to the Government (including information regarding UK Visas and Immigration);
- The School may need to share information with the police or legal advisers to help with an enquiry;
- The School will share some information with its insurance company and staff support services such as occupational health;
- The School may use images or video on the School's website, social media sites or in the School prospectus and for other marketing purposes;
- The School will collect and retain identification information such as passports, National Insurance numbers and driving licenses;
- The School will collect and retain information regarding any criminal convictions;
- The School will retain some information on past employees, contractors and volunteers indefinitely to comply with legal and regulatory requirements, for instance in respect of safeguarding matters.

### **How does the School collect personal information?**

Personal information on employees, contractors and volunteers is captured in a number of ways. Primarily, through application forms, interview and offer of work stage, employment references, professional bodies and legal entities including the Disclosure and Barring Service (DBS).

On occasion, the School may also obtain information from doctors and other professionals. CCTV, photos and video recordings of employees, contractors and volunteers are also gathered in the normal course of the business of the school.

The categories of information the School collects, hold and share include:

- Personal information (such as name, date of birth, address and contact details);
- Characteristics (such as language, nationality, country of birth);
- Employment information (such as identification, National Insurance number, tax information, work hours, holidays, benefits, absence and pay information);

- Education and qualifications;
- HR information (such as training, disciplinary, grievance, performance and accident details);
- Membership of professional bodies or organisations;
- Safeguarding data and child protection checks through independent services;
- Past and present employment history;
- Relevant medical and health information;
- CCTV images and photographs;
- Emergency contact details;

The School considers all of this information to be important in order to enable it to support and provide a service to our students and their families/carers.

### **Why does the School collect and process special category personal information?**

The school may need to process special category personal data (such as 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) so it can operate legally, safely and effectively in the wide range of situations and processes which represent its day-to-day operations. These reasons include:

- To safeguard employees', contractors', and volunteers' welfare, provide a duty of care and where necessary, medical care, and to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition where it is in the individual's interests to do so;
- To provide for any special consideration an employee, contractor or volunteer may need to fulfil their role, such as specific workplace design or lifts for wheelchairs;
- To run any of its systems that operate on biometric data, such as for security, and other forms of security identification or access;
- To comply with legal and regulatory requirements (such as safeguarding and child protection, diversity monitoring and health and safety).

### **What does the School do with personal information?**

Personal information is kept with appropriate security, either electronically on the School's information management systems or manually in indexed filing systems. The School Business Director is responsible for the control of personal information within the School and deciding how it is shared. The information is kept up to date, as far as possible, by reference to the data subject, is treated fairly and is only used for purposes as defined by the School. Exceptional circumstances may occur when it is deemed necessary by the School to share personal information more widely. An example of this is an employment reference or information from other schools where an employee has placed a job application. However, the School does not share any personal data about our employees, contractors or volunteers with anyone without their consent unless the law and our policies allow us to do so. In some cases, the School uses third parties to handle personal information on our behalf, e.g. IT providers who might store personal information on the cloud or access such information when checking the security of our network.

### **Our legal grounds for using information**

This section contains information about the legal basis that the School is relying on when handling personal information.

#### **Legitimate interests**

This means that the data processing is necessary for legitimate interests except where the processing is unfair to you. The School relies on legitimate interests for most of the ways in which it uses information.

Specifically, the School has a legitimate interest in:

- Providing educational services to students;
- Safeguarding and promoting the welfare of employees, contractors, volunteers and students;
- Promoting the objects and interests of the School;
- Facilitating the efficient operation of the School; and

- Ensuring that all relevant legal obligations of the School are complied with.

If you object to us using your information where the School is relying on our legitimate interests as explained above, please contact the HR Manager.

### **Necessary for contract**

The School will need to use information in order to perform our obligations under our contract with you. For example, the School will need to store relevant employment details in line with UK employment best practice and regulations.

### **Legal obligation**

The School will need to use your information in order to comply with a legal obligation. The School 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**

The school may have to act in vital interests, for example, to prevent someone from being seriously harmed or killed.

### **Public interest**

The School considers that it is acting in the public interest when providing education.

### **Special Category Data**

The School must comply with an additional condition which is listed below where it processes special category personal information.

### **Substantial Public interest**

The processing is necessary for reasons of substantial public interest.

### **Vital Interests**

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

### **Legal Claims:**

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

### **Medical Purposes**

This includes medical treatment and the management of healthcare services.

### **Consent**

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please contact the School Office if you would like to withdraw any consent given.

### **Sending information to other countries**

The School will not transfer any personal data outside the EEA unless it is satisfied that the data subject's rights will be adequately protected.

### **Retention policy**

The School retains information where it has a legitimate interest in holding that information in the fulfilment of its role and objectives as an educational institution. In some cases, information can be held for longer. For example, the School may retain past staff details indefinitely for legal and safeguarding reasons.

**What decisions can you make about your information?**

If personal information is felt to be incorrect, the School should be contacted and asked to rectify, block, erase or destroy the data as necessary. This is subject to the School's assessment on whether the request is a valid one.

The School Business Director is responsible for data protection compliance and can be contacted directly by employees, contractors and volunteers regarding what personal information is held by the School. The School Business Director or HR Manager can also be requested to keep specific information confidential.

A request to see personal information held on an individual represents a 'subject access request'. Any such request must be made in writing to the HR Manager or School Business Director.

The HR Manager can be contacted via email on [hr@swps.org.uk](mailto:hr@swps.org.uk) or by telephone on 01932 574900. Or the School Business Director can be contacted via email at [sbd@swps.org.uk](mailto:sbd@swps.org.uk), by telephone on 01932 574 900 or in writing to the School's address.

**Further information**

If you have any concerns about how the School uses personal information, you can contact the Information Commissioner at:

Information Commissioner's Officer  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Tel: 01625 545 745 Fax: 01625 524 510  
[www.ico.org.uk](http://www.ico.org.uk)