

## Interim Privacy Notice Information for Staff prior to the introduction of the General Data Protection Regulation (GDPR) in May 2018

- 1 **Introduction:** Data protection is about regulating the way that the School uses and stores information about identifiable people (**Personal Data**). It also gives people various rights regarding their data - such as the right to access the Personal Data that the School holds on them.
- 2 **Queries:** All queries concerning data protection matters should be raised with the Bursar.

### What This Means for Staff

- 3 **Personal Data:** The School collects, stores and processes Personal Data about staff, pupils, parents, suppliers and other third parties. The School recognises that the correct and lawful treatment of this data will maintain confidence in the School and will ensure that the School operates successfully.
- 4 **Policies:** All staff are obliged to comply with the School's policies and practices when processing Personal Data on the School's behalf. Staff should pay particular attention to the IT Acceptable Use Policy and Social Media Policy.

### Other Data Protection Policies and Documents

- 5 **Data protection policies:** All staff must also comply with the School's overarching data protection policy.
- 6 **Privacy Notices:** In addition, please familiarise yourself with the School's Pupil and Parent Privacy Notice which explains how we use Personal Data of pupils and parents. Please ensure that you only handle Personal Data of pupils and parents in accordance with these notices.
- 7 The Privacy Notice described in the above section does not form part of the employment manual but can be found on the School website <http://www.hallifordschool.co.uk/Policies>. Please ensure that you have read these documents and if anything remains unclear please speak to the Bursar.
- 8 **Breach:** A breach of any of the policies or requirements set out above may be treated as misconduct and could result in disciplinary action including, in serious cases, dismissal.

### What About Your Personal Data?

- 9 **Your Personal Data:** You have a duty to look after the Personal Data that the School is responsible for but by the same token the School must take steps to look after your Personal Data as well.
- 10 **Staff Privacy Notice:** The current Staff Privacy Notice explains how the School uses information about staff. A copy of this document forms part of the School's Employment Manual. For further information please contact the Bursar.