



**Bishop Wordsworth's School**

## **Privacy Notice**

## THE LAW

1. Bishop Wordsworth's School (the School) is required by the Data Protection Act as clarified by the General Data Protection Regulations to inform School staff how information ('data') that they supply is used and processed.

## PERSONAL DATA HELD

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

- a. Contact details.
- b. Date of birth, marital status and gender.
- c. Next of kin and emergency contact numbers.
- d. Salary, annual leave, pension and benefits information
- e. Bank account details, payroll records, National Insurance number and tax status information.
- f. Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process.
- g. Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships.
- h. Prohibition from teaching check, EEA teaching sanction check and Prohibition from Management check (If applicable).
- i. Children's Barred List check and Enhanced DBS check (retained for 6 months).
- j. Performance information.
- k. Outcomes of any disciplinary and/or grievance procedures.
- l. Absence data.
- m. Copy of driving licence.
- n. Photographs.
- o. CCTV footage.
- p. Data about your use of the school's information and communications system.

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

- a. Ethnic Origin, disability and if another relies on you to provide care.
- b. Health, including any medical conditions, and sickness records.

## REASON FOR HOLDING PERSONAL DATA

4. The purpose of processing this data is to help us run the school, including to:
  - a. Enable you to be paid.
  - b. Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
  - c. Support effective performance management.
  - d. Inform our recruitment and retention policies.
  - e. Allow better financial modelling and planning.
  - f. Enable ethnicity and disability monitoring.
  - g. Improve the management of workforce data across the sector
  - h. Support the work of the School Teachers' Review Body.

## LEGAL BASIS OF & PURPOSE FOR PROCESSING

5. We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:
  - a. Fulfil a contract we have entered into with you.
  - b. Process the Data for the legitimate interests of the School or a third party (provided the individual's rights and freedoms are not overridden).
  - c. Comply with a legal obligation.
  - d. Carry out a task in the public interest.
6. Less commonly, we may also use personal information about you where:
  - a. You have given us consent to use it in a certain way
  - b. We need to protect your vital interests (or someone else's interests)
7. 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.
8. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.
9. 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.

## DATA RETENTION

10. We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment. .

11. Once your employment with us has ended, we will retain this file and delete the information in it in accordance with the Data Retention Annex in the Data Protection Policy, (available on the 'G' Drive and the Website).

## DATA SHARING

12. We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Any data processor that we, as the data controller, share data with for this purpose will be required by us to comply with all of the requirements of GDPR

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

- a. Our local authority: to meet our legal obligations to share certain information with it, such as safeguarding concerns.
- b. The Department for Education: for adverse capability proceedings.
- c. Suppliers and service providers: to enable them to provide the service we have contracted them for, such as payroll, pensions
- d. Our auditors: for pay bands of higher paid employees and of all staff governors as required by FRSs 16.
- e. Trade unions and associations: as authorised by you for eg employment tribunals.
- f. Health authorities: for occupational health assessments if authorised by you.
- g. Police forces, courts, tribunals: as required by Law.

## TRANSFERRING DATA INTERNATIONALLY

14. 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.

## LEGAL RIGHTS

**15. Right to Access, Rectify or Erase.** You have the right to access (by subject access request), rectify or erase any of the personal data held and: ask why we are holding/ processing the data, for how long we will keep it, where we obtained it (if not from them) and with who it has been or will be shared.

**16. Other Rights.** All individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- a. Object to the use of personal data if it would cause, or is causing, damage or distress.
- b. Prevent it being used to send direct marketing.
- c. Claim compensation for damages caused by a breach of the data protection regulations.

## QUERIES & COMPLAINTS

**17. Identities.** The Data Controller is Bishop Wordsworth's School and the Data Protection Officer is the School's Bursar.

**18. Queries.** Any queries about this notice should be made to the Company Secretary to [djp@bws.wilts.sch.uk](mailto:djp@bws.wilts.sch.uk).

**19. Complaints.** You may complain about the School's use of data to the Data Protection Officer and, if not satisfied, then to the Information Commissioner's Office at: [ico.org.uk/concerns](http://ico.org.uk/concerns).