

DATA PROTECTION REGULATIONS

Privacy Notices

The EU General Data Protection Regulation (GDPR) includes rules on giving privacy information to those whose data is held by an organisation (data subjects). These are more detailed and specific than in the Data Protection Act (DPA) and place an emphasis on making privacy notices understandable and accessible. Data controllers are expected to take 'appropriate measures' to ensure that this is the case.

The School interprets this as using very clear language to outline each of the responsibilities for each of the data subject groups.

The GDPR say that the information provided to data subjects about how RGS Worcester (RGSW) processes their personal data must be:

- concise, transparent, intelligible and easily accessible;
- written in clear and plain language, particularly if addressed to a child; and
- free of charge.

These requirements are about ensuring that privacy information is clear and understandable for data subjects. This privacy notice deals with the overall privacy responsibilities of the School in relation to employees or applicants of RGSW.

The notice deals with two sources of data, that obtained directly from the subject and, data not obtained directly from the subject.

Mr Ian Roberts OBE
Privacy and Compliance Officer
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RGSW refers to RGS Worcester, RGS The Grange and RGS Springfield.

Privacy Notice Employees, Workers, Volunteers and Applicants of RGSW

This Notice should be read in conjunction with the introductory paragraphs in the covering document.

This Privacy Notice will be provided to you at the time your data is being obtained, or prior to the introduction of GDPR in the case of current employees if it is being obtained directly.

Data will be processed for the purposes of responding to requests for information about joining RGSW and RGSW will therefore have a "legitimate interest" for processing basic personal and sensitive data. The data the School holds will be the minimum it requires to form and maintain the contract between you and the School and will be stored safely and securely and in hard and electronic format.

The School will share your data with the following companies (where necessary, dependent on your status) who have contracts with the School and who have equalled the School's precautions and systems for dealing with data, these are:

- Health care service provider
- IT contractor
- IT software provider
- Catering contractor
- DBS clearance provider
- Independent Schools' Inspectorate
- Independent Schools' Council
- Department for Education (DfE), including their executive agencies
- IStip
- Ministry of Defence (if in CCF)
- The RGSW and AOS Foundation
- The AOOE's (The Alumni Association)
- Pensions Providers
- External training providers
- Photographers

It is not necessary for data to be shared with other countries. The exception to this will be international trips that the School organises, should this be envisaged for you, you will be contacted for your consent, the consent will be limited in time and content if it be required.

The retention period for employee data will be 7 years, but the School will maintain a permanent register of employees including their dates of employment and/or be modified by any other legal obligation the School finds itself under.

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.

You can complain at any time about how the School has handled your data, the Information Commissioner is available as follows:

ICO helpline is 0303 123 1113.

We will obtain the data RGS requires from you, should we need data from other sources we will contact you within a month.

We see the provision of personal data as necessary to properly employ or enable you to work/volunteer at RGS and to administer, and for RGS to fulfil its obligations under your contract or worker's agreement (as applicable).

There is no automated decision making or profiling involved in this data stream into and through RGS.

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