



COLLEGIATE

INDEPENDENT CO-EDUCATION

FROM NURSERY TO SIXTH FORM

Policy Title: **Privacy notice for staff, volunteers and contractors
(Whole School)**

Date of Issue: September 2022

Date of Review: September 2024

References: The General Data Protection Regulation 2016

Article 29 Working Party

The Information Commissioners Office

Related School policies:

Data Protection Policy

Author : Data Protection Officer

Version	Date	Amendments
1.2	08/07/2019	
1.4	19/08/2021	Inclusion of Payroll provider Update International Sharing Secure waste contractor BS standard
1.5	08/2022	Name change.

This policy is made available to Staff at the School from the Staff Handbook and network drive. Content of this policy is directly discussed with new staff upon induction into the School.

Privacy notice for Employees, Prospective Employees, Volunteers and Contractors

Who we are

Collegiate School is an independent co-educational day school that educates students from Nursery to Sixth Form. Collegiate School is a charity registered in the UK (no. 1079552) and is registered with the Information Commissioner's Office (no. Z609895X). The address is:

Collegiate School
Stapleton
Bristol
BS16 1BJ

Collegiate School is controlled by the Society of Merchant Venturers.

What this policy is for

This privacy notice is for employees of the school, those applying to join the School, people who volunteer for the School and contractors of the School.

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly. It also explains how we use this information and the decisions you can make about your information.

Responsibility for Data Protection

Collegiate School has appointed a Data Protection Officer to deal with your requests and enquiries concerning the school's uses of your personal data. The Data Protection Officer will endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law. The Data Protection Officer can be contacted via:

Name	Richard Simes
Email	dpo@collegiate.org.uk
Telephone	0117 9655207 x350
Post	The Data Protection Officer Collegiate School Stapleton Bristol BS16 1BJ

How we use your data

Data will be processed for the purposes of responding to requests for information about joining the school and the school will therefore have a "legitimate interest" for processing basic and sensitive personal data.

The data the School holds will be the minimum it requires to form and maintain the contract between you and the School.

The School will share your data with the following companies, government departments and organisations that have contracts or relationships with the School:

- Her Majesty's Revenue and Customs.
- Government disclosure and barring service.
- Pension providers e.g. Teacher's Pension Scheme, Standard Life, NEST.
- Examination boards.
- Police.
- Health and Safety Executive.
- Local Authority.
- Child care voucher scheme.
- Insurance providers.
- Training providers.
- Payroll Administration providers.

Please note that this is for illustration and is not an exhaustive list, full details can be obtained on request.

All organisations we share data with have equalled the School's precautions, and statements, for dealing with data.

For the most part, personal data collected by the school will remain within the school, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). Particularly strict rules of access apply in the context of:

- employment records (held and accessed only by Human Resources and Senior Managers);
- medical declarations and questionnaires (held and accessed only by Human Resources, the School Matron and your Line Manager); and
- safeguarding files (held by the DSL).

Data is sometimes shared with organisations based in other countries. Where this is the case, the school takes steps to ensure that the organisation is either based in the European Economic Area (so is subject to the European General Data Protection Regulation), or has demonstrated that it is compliant with the UK Data Protection Act.

The normal retention period for employee data will be 7 years after employment has terminated. The retention period for unsuccessful/withdrawal applicants' data will be 9 months after the decision. Retention periods may be modified by other legal obligations the school finds itself under; for example, information on the Single Central Register and Pension records are kept permanently.

Your information will be stored in a secure manner only accessible to appropriate staff. Paper records will be kept in locked filing cabinets and when no longer needed it will be destroyed by a BS EN 15713: 2009 compliant waste contractor. Where your data is held on computer it will be password protected, we will use encryption when transferring data to other companies, government departments and organisations.

If the need arises it may be appropriate to pass data concerning you to Occupational Health or GPs. In this event we will ask for your explicit consent and provide details about the sharing that will take place.

There may be some occasions when you need the School to verify your identity, or employment status, for example, when you are applying for a mortgage. We will happily assist with this process; however we will need consent from you first.

Equally, you may wish to apply for jobs at other organisations and require employment references. Again, we will require your consent before we can respond to reference requests.

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 also have the right to see the data we hold about you and request corrections (see Subject Access Request policy).

We will obtain the data the School requires from you. Should we need to obtain data from other sources we will contact you to inform you. We will contact the references you supply on your application form to obtain information about you.

We see the provision of personal data as necessary to properly employ you at the School and for the School to fulfil its obligations under the contract once you are an employee here.

Please note that there is no automated decision making or profiling involved in employee or applicant data.

You can complain at any time about how the School has handled your data, by contacting the Information Commissioner:

- Helpline: 0303 123 1113
- Email: casework@ico.org.uk