



## Privacy Notice - Staff

Under UK data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, The City of Leicester College, are the 'data controller' for the purposes of data protection law.

Our data protection officer is **Lesley Bell** (see 'Further Information' below).

### What data do we use

Personal data that we may collect, use, store and share (when appropriate) includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Absence data
- Performance information (such as lesson observations, appraisals)
- Copy of driving licence
- Outcome of any disciplinary and/or grievance procedures
- CPD/training course details
- Information about your use of our information and communications systems, equipment and facilities (e.g. school computers)

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any health conditions you have that we need to be aware of



- Sickness records
- Photographs and video images captured in school by our Visitor Management System and CCTV network.
- Trade union membership

## **Why we collect and use this information**

We use the data listed above to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- Make sure our information and communications systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

## **Use of your personal data for marketing purposes**

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by contacting the school office.

## **Use of your personal data in automated decision making and profiling**

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

## **Use of your personal data for filtering and monitoring purposes**

While you are in school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (Curriculum E-Safety Policy and Online Safety Policy) and legal obligations



- Keep our network(s) and devices safe from unauthorised access, and to prevent malicious software from harming our network(s)

## **The lawful basis on which we process your data**

Our most common lawful basis for processing your personal data are as follows:

- In accordance with the 'public task' basis. We need to process data to fulfil our statutory function as a school. [GDPR Article 6(1)(e)]
- In accordance with the 'legal obligation' basis. We need to process data to meet our responsibilities under UK law. [GDPR Article 6(1)(c)]

Less commonly, we may also use your personal data in situations where:

- In accordance with the 'consent' basis. We will obtain consent to use your personal data. [GDPR Article 6(1)(a)]
- In accordance with the 'vital interest' basis. We will use your personal data in a life-or-death situation. [GDPR Article 6(1)(d)]
- In accordance with the 'contract' basis. We need to process data to fulfil a contract with you or to help you enter into a contract with us. [GDPR Article 6(1)(b)]
- In accordance with the 'legitimate interests' basis. [GDPR Article 6(1)(f)]

Where you have provided us with consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

## **Our basis for using special category data**

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation



- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

## **Collecting this data**

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Your children
- Police forces, courts, tribunals



## **Storing this information**

We keep personal data about you while you work at our school. We may also keep it beyond your employment at our school if this is necessary. We apply the data retention principles as set out in the [IRMS Information Management Toolkit for Schools](#).

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

## **Who we share your data with**

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

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

- Leicester City Council Local Authority, including Connexions in order to comply with our legal obligations for statutory data returns such as safeguarding concerns
- Government departments or agencies, including the Department for Education (DfE)
- OFSTED
- Suppliers and service providers, such as catering, HR, filtering and monitoring
- Health and social welfare organisations
- Police forces, courts, tribunals
- Contractors / suppliers providing IT and other services
- Financial organisations
- Health authorities
- Security organisations
- Auditors
- Survey and research organisations
- Professional advisers and consultants
- Charities and voluntary organisations

## **Transferring data internationally**

We may share personal data about you with international third parties, where different data protection legislation applies, such as:

- Other schools or educational establishments
- Government departments or agencies
- Security organisations
- App or cloud server providers
- Filtering and monitoring providers



Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

## **Your rights**

### **How to access personal information that we hold about you**

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will provide you with a copy of it (subject to any exemptions that may apply) in an intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

### **Your other rights regarding your data**

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

## **Complaints**

We take complaints about our collection and use of personal data very seriously.

If you think that our collection or use of personal data is unfair, misleading or inappropriate, or have any concern about our data processing, please raise this with us in the first instance.



Alternatively you can contact the Information Commissioner's Office:

Report a concern online at: <https://ico.org.uk/make-a-complaint/>

Phone: 0303123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## **Contact us**

If you would like to discuss anything in this privacy notice, please contact our

### **Data Protection Officer:**

Lesley Bell

Phone: 0116 241 3984

Email: [dpo@tcolc.aspirelp.uk](mailto:dpo@tcolc.aspirelp.uk)