



## Privacy Notice for Staff

<b>Owner:</b>	<b>Data Compliance Lead</b>	<b>Date Reviewed:</b>	<b>July 2023</b>
<b>Review Period:</b>	<b>1 Year</b>	<b>Next Review Date:</b>	<b>July 2024</b>

## Staff Privacy Notice

We understand that you care about the privacy and security of your personal data and Prep Schools Trust ('the Trust') takes that seriously.

When you carry out work for us, we will collect, use and share personal information about you. Our aim is to handle your personal information openly and transparently. The purpose of this Privacy Notice is to explain who we are and how we use and protect your personal information during and after our working relationship. It also explains what your legal rights are.

### Who is this Privacy Notice for?

This information applies to current and former employees, workers and contractors of the Trust and its schools as well as prospective applicants for all roles. It is intended to apply to academic and support staff, contractors, voluntary workers, interns, temporary workers, visiting music teachers, any peripatetic workers and sports coaches. It also applies to members of our schools local advisory groups and trustees.

### About this document

This Privacy Notice sets out how we collect, use, protect and share your personal information. It applies in addition to any other relevant terms and conditions and policies that may also apply to you, depending on your role. However, it does not form any contract of employment or other contract to provide services. Any reference within this document to "employment", "staff" etc. is not intended to imply or confer employment rights on you if you are a non-employed worker, such as a contractor or job applicant.

This Privacy Notice applies in addition to any other privacy notice we may provide on specific occasions, and where relevant, any contract between us and any relevant data protection policy.

### Who are we?

We are Prep Schools Trust. Prep Schools Trust is the data controller. This means the Trust is the organisation that is responsible for deciding how we hold and use personal information about you.

In this document we refer to Prep Schools Trust as 'the Trust' for short. This Notice is intended to be written on behalf of all the schools in the Trust i.e. Barfield, Chandlings Prep, Cothill House, Kitebrook or Mowden Hall.

### How to get in touch with us

If you have a question or concern about your personal information or this Privacy Notice, please contact the Data Compliance Lead, Jo Fitzroy-Ezzy.

You can speak to them by contacting them on 01865 390720 or send a letter marked for the Data Compliance Lead's attention by post to Prep Schools Trust, 7 Cothill, Abingdon OX13 6JN.

You can also email them using the email address [datacompliance@prepschoolstrust.org](mailto:datacompliance@prepschoolstrust.org).

### What sort of information might we collect about you?

Depending on our working relationship, we may collect and use the following types of personal information about you, and where relevant, your next of kin and personal contacts that you have provided to us:

- **identity and contact data** such as your name, title, gender, marital status and dependents, nationality, country of residence, date of birth, postal address, telephone numbers, email address, copy of driving licence, copy of passport;
- **biographical and social information** such as your opinion, interests and lifestyle, social circumstances, hobbies and interests, and any other personal information that you choose to provide;
- **images** such as photographs and video recordings held both in digital and manual format;
- **support contact details** such as contact details for your close relatives, next of kin, representatives and emergency contact information;
- **correspondence** between us such as emails, correspondence relating to incidents and complaints;
- **information about how you use our information and communications systems** including email and internet services;
- **[technical information** such as information obtained through electronic means such as swipe card records, CCTV footage (where used on school site);
- **financial information** such as National Insurance number, bank account details, payroll records and tax status information, salary, annual leave, pension and benefits information;
- **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 including information about your education and qualifications, start date and, if different, the date of your continuous employment, leaving date and your reason for leaving;
- **employment/work records** including job titles, location of employment or workplace work history, working hours, compensation history, performance information, holidays, disciplinary and grievance information, training records and professional memberships

### Special categories of personal data

Where necessary, we may also collect special categories of personal data about you which are more sensitive and require a higher level of protection.

We may collect and use the following types of special category personal data:

- information about your racial or ethnic origin, religious or philosophical beliefs, and political opinions;
- trade union membership;
- health and medical conditions (for example, where we need to make reasonable adjustments to your work environment because of a medical condition or record sickness absence), including
  - Details of any absences (other than holidays) from work including time on statutory parental leave and sick leave;

### Criminal offence data

We may also collect and use information about criminal offences (such as information about criminal convictions or allegations) but only where the law permits, for example where we are required by law to carry out pre-employment checks and DBS checks.

### Where do we get your information from?

The source of your personal data and the way in which we collect it will depend on our relationship.

- We collect information about employees, workers and contractors through the application and recruitment process either directly from you (for example, when you provide information to us in an

application form or an interview) or sometimes indirectly from certain third parties such as an employment agency, referee, former employer or the Disclosure and Barring Service (DBS).

- We will continue to collect your personal data throughout the period of you working for us. For example, through our interactions and correspondence, when you share or update your contact details and through your use of our communications and other systems.

### What do we use your information for?

The Trust will only use your personal data when the law allows us to. In most cases, we anticipate that we will use your personal data for the following legal reasons:

1. **For contractual purposes:** where we need to process your personal data in order to perform the contract we have entered into with you or prior to entering into a contract with you. For example, we will need to process your contact details and financial information in order to comply with any contract of employment or contract for services we have with you.
2. **Legal obligation:** we will need to process your personal data in order to comply with our legal obligations, for tax and accounting purposes and for the prevention and detection of crime. For example, if you are applying for a teaching position we are required by law to carry out due diligence checks with the DBS and take up references.
3. **Legitimate interests:** we will process your personal data where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. For example:
  - where we need to process your personal data in order to run the schools lawfully, safely and efficiently, safeguard our pupils, keep our property and workers safe and comply with all of our legal, educational and regulatory duties and obligations;
  - where we need to process your personal data in order to run the schools and provide an education to our pupils;
  - where we need to use staff information for reasonable school purposes such as obtaining insurance or seeking professional advice from a third-party professional;
  - to use images, video and audio recordings of staff in school and on the school website or our social media channels for reasonable school purposes;
  - to monitor staff use of our IT systems to make sure they are being used appropriately and in accordance with the law and school policies and procedures;
  - to ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
5. **Consent:** in most cases, we will not need your consent to use your personal information. However, there are a few occasions where we either need it or choose to ask for it, for example, where we use your personal data for the purpose of direct marketing.
6. **Vital interests:** rarely, we may need to process personal data of our staff and workers to protect you or someone else's life. For example, to share information about medical conditions that you may have with a doctor or hospital in the event of an accident.

The Trust will also need to process your **special category personal data** and/or or criminal offence information (such as information about criminal convictions or allegations) for the following legal reasons:

- **legal obligations in connection with employment:** we will need to process special categories of your personal data where we need to carry out our legal obligations or exercise rights in connection with employment or contract for services, for example, to ascertain your fitness for work;
- **explicit consent:** rarely, we will process special categories of your personal data if you have given us your explicit consent but only where consent is appropriate;
- **vital interests:** rarely, we may need to process personal data of our staff and workers to protect someone's life. For example, to share information about medical conditions that you may have with a doctor or hospital in the event of an incident or accident;
- **reasons of substantial public interest (with a legal basis):** we will process your personal data when it is necessary for reasons of substantial public interest with a basis in law, for example: to share information with the police or social services where this is necessary in order to safeguard a pupil's welfare; or for legal and regulatory purposes such as child protection; or investigating allegations of malpractice or unfitness to work with children; or diversity monitoring; or health and safety etc.
- **legal claims:** we may need to process special categories of your personal data in connection with legal claims such as where a complaint or legal claim is brought against you or [the school] or in order to investigate allegations;
- **other reasons:** less commonly, we may need to process special categories of your personal data where you have **already made this information public** or for **health or social care purposes** (with a basis in law) or for **public health purposes** (with a basis in law), for example: where staff information needs to be collected and used in connection with a public vaccination programme; or in response to a pandemic such as COVID-19. Where this happens, the data is handled by a health professional such as a nurse or someone who the law says must keep your information confidential.

### Consequence of failure to provide us with your personal data

Some of the information we collect from you is required by law or under contract. If you fail to provide us with certain information when requested, we may not be able to perform the contract we have entered into with you (or are attempting to enter into), such as paying you or providing you with a benefit, or we may be prevented from complying with our legal obligations such as ensuring the health and safety of our workforce.

### Who else might have access to your personal information?

We may share your personal data, including special categories of personal data with certain third parties outside the Trust and its schools but only for the legal reasons identified in this Privacy Notice and where the law allows us to.

Here is a brief list of who we may share your information with and why. If you need more detail, click on the link at the end of the list:

- **third parties where you have consented;**
- **third party service providers** that help us run our [school] process your personal data on our behalf such as payroll services, pension administrators, benefits provision and administration, software service providers]. Where this happens, your information is shared securely, for specific purposes and strictly in compliance with data protection law. Third party service providers are not permitted to use your personal

data for their own purposes;

- **external inspectors and auditors** such as Ofsted or ISI;
- **third party professional advisors** such as insurers, accountants, legal advisors, and any individual appointed by the school to carry out an independent investigation;
- **public authorities and regulators etc.** that need to use your information for their own reasons. For example, we are required by law to share some of your personal data with our local authority and the Department for Education, HMRC, the police, DBS. Regulators that we may need to share your information with include the Teaching Regulation Agency, the Charity Commission and the ICO. Where we share your information with these third parties in this way, the third party will become a data controller of your personal data.
- **Others:** we may share your personal information with others outside the school such as former and prospective employers (for reference purposes), parents and pupils at our schools, an independent complaints panel member.

### Transferring your personal information to other countries

Occasionally we may need to transfer your personal data outside the UK, for example, some of our suppliers and service providers are located outside the UK and may see your personal information when providing us with software support, or a company which we use for carrying out surveys may handle your contact information on our behalf.

On the few occasions where we do transfer your information outside the UK, we will ensure it is protected and handled in line with data protection law. For example, we will only transfer it to a country that is officially considered to provide adequate protection for personal data or protect it by using one of the safeguarding measures available under data protection law.

If you would like more information about how we protect your personal information if it is transferred outside the UK please contact our Data Compliance Lead whose details can be found at the start of this policy.

### How we protect your personal data

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we restrict access to your personal data to those employees, agents, contractors and other third parties who have a business need to access it.

If you would like more information about how we protect your personal information please contact our Data Compliance Lead.

### Automated decision-making and profiling

Automated decision-making takes place when an electronic system (i.e. computer software) uses personal information to make decisions about a person without a human being involved. Profiling is a type of automated decision-making that involves collecting various pieces of information about a person in order to make decisions or predictions about that person (for example, how that person may behave or what their preferences are). Automated decision-making does not have to involve profiling, though it often will.

Data protection law allows us to use automated decision-making (including profiling) only in the following circumstances:

1. Where we have told you about the decision and given you 21 days so that you can ask us to reconsider

that decision;

2. Where it is necessary for entering into, or performance of, a contract we have with you (but appropriate measures must be in place to protect your own rights);
3. In limited circumstances, where you have given us your consent in writing (but appropriate measures must be in place to protect your own rights).

If we make an automated decision about you on the basis of any particularly sensitive personal information, we must have either your explicit written consent or it must be justified in the public interest, and we must also put in place appropriate measures to safeguard your rights.

In school we won't make decisions that will significantly affect you based solely on automated decision-making (including profiling) unless the law allows it. If ever we do this, we will always let you know.

### **Supporting the school, direct marketing, fundraising and staying in touch with former staff**

Please note some of the activities below might not apply to you until after you have left the school.

The Trust will use your personal information for the following purposes:

- to send you information about the Trust/school such as updates and newsletters by post or email;
- unless you object, to share your contact details with organisations set up specifically to establish and maintain connections between the schools and its alumni;
- to contact you by post for fundraising and marketing purposes;
- where you have consented, to contact you by email for fundraising purposes.

If you object to your personal data being used for any of the above purposes, please contact the Data Compliance Lead at [datacompliance@prepschoolstrust.org](mailto:datacompliance@prepschoolstrust.org). You can also speak to them by contacting them on 01865 390720 or write to them (marked for the Data Compliance Lead's attention) to 7, Cothill, Abingdon OX13 6JN.

### **How long we keep your information**

We will only retain your personal data for as long as is necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, accounting or reporting requirements.

Information relating to unsuccessful job applicants is kept for 6 months from the notification of outcome of the application and then destroyed

If we have a contract for services with you, subject to any proceedings or other process, we would expect to keep your personal data for 6 years after the end of your contract.

When we do delete or destroy your personal information, this is done securely.

We have a policy which explains how long we keep information. It is called a Records Retention and Deletion Policy and it can be found on our staff intranet and website.

### **Your duty to tell us about changes to your personal information**

It's important that the personal data we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us. For example, if your address or telephone number changes.

## Your data protection legal rights

Data protection law provides you with the following legal rights in certain circumstances:

- **Your right of access to your information**
  - You can ask us for a copy of your personal information. This right always applies and is sometimes called making a subject access request or SAR. There are some exceptions which means you may not always be entitled to a copy of all of your personal information that we hold.
- **Your right to rectification**
  - You can ask us to correct any information we have about you if you think it is inaccurate. You can also ask us complete information if you think it's incomplete. This legal right always applies.
- **Your right of erasure**
  - You can ask us to erase information about you in some circumstances although we may have good reasons why we cannot do this.
- **Your right to restrict our use of your information**
  - You can ask us to limit what we are doing with your information. This right only applies in certain circumstances.
- **Your right to object**
  - You can object to what we are doing with your information. This right only applies in certain circumstances. For example, you have the legal right to object where the legal reason we are processing your personal data is "legitimate interests" and you believe that those "legitimate interests" are outweighed by the impact to your own fundamental rights and freedoms.
- **Your right to withdraw your consent to the processing of your personal data**, if we are processing it on the basis of your consent. If you decide to withdraw your consent, this will not affect the lawfulness of processing of your personal data prior to the withdrawal of your consent.
- **Your right to data portability**
  - You can ask us to transfer your information to another organisation in a format that makes it easy for them to use. This right only applies in certain circumstances.

If you want to exercise your legal rights, please contact our Data Compliance Lead. Their contact details can be found in the section "*How to get in touch with us*".

In most cases we have one month to respond to you but this can be extended in some cases. If we do extend the timeframe in which we have to comply with your request, we will explain why and when you can expect a substantive response.

You will not usually have to pay a fee to exercise your legal rights but there are some limited exceptions. For example, if you are making a subject access request for your personal data that we reasonably believe is excessive. If we propose to charge a fee we will tell you in advance.

In order to keep your personal data secure, we may ask for proof of your identity before we can process your request. We will only do this if it is reasonable to do so.



## Your right to complain

The Trust has exceptionally high standards when it comes to your personal data. If we fail to meet those standards please contact our Data Compliance Lead. Their contact details can be found on page 1 in the section *"How to get in touch with us"*.

If you are not happy with our answer to your complaint, or the standard by which we handle your personal data, you can complain to the Information Commissioner's Office (ICO).

### [Information Commissioner's Office](#)

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113.

## Cookies

This section applies to where you are using parts of the Trust's website <https://www.prepschoolstrust.org/>

Cookies are small text files that are downloaded and sometimes stored on your device when you visit a website. Cookies are often used in order to make a website work, but may also be used to provide information to the owners of the website, and help users to navigate the website more effectively.

Cookies help us make the website better for you and for others. Our site uses cookies necessary for the website to function. You can find out more about how we use cookies and the types of cookies that we use by visiting our Privacy page on our website [here](#).

## Links to other websites

Our website contains some links to websites of other organisations. We do not control these websites and this Privacy Notice does not cover how those other organisations use your personal information. When you leave our website, we recommend that you read the Privacy Notice of the other websites you are visiting.

## Changes to our Privacy Notice

We will update and change this Privacy Notice from time to time to keep it up to date and accurate. We will always publish the most up to date version on our intranet. We recommend you check this Privacy Notice at the start of each academic year. If we make a substantial change that affects your rights, we will notify you of the change as far as it is practicable to do so, usually by email.