



Privacy Notice

Review cycle: Annual

Last Review Date: Aug 2024

Next Review Date: Aug 2025

Staff responsible: Bursar

Committee responsible: Compliance & Health and Safety



PRIVACY NOTICE FOR PUPILS AND PARENTS

WHO WE ARE

1. Willington Independent Preparatory School (the School) was originally founded in Putney in 1885. After 105 years in Putney, in 1990 the School moved to its current location in Wimbledon to gain the benefit of better premises.
 - a. Our current address is:

Willington School Foundation Limited
Worcester Road
Wimbledon
London SW19 7QQ
 - b. Our Charity Number is: 312733
 - c. Our Company Registration Number is: 708188
2. Our pupils are day-boys and girls between the ages of 3 and 11. We currently have some 210 pupils.
3. The School recognises that, for the purposes of the relevant Data Protection Legislation, it is a Data Controller. As such, this Privacy Notice is intended to cover personal information necessarily held on our pupils, parents, staff, contractors, Governors and other volunteers. We are not part of a linked or associated group of schools and we have no separate alumni organisation, foundation or trading company.

WHAT THIS PRIVACY NOTICE IS FOR

4. This privacy notice is intended to provide information about how the School will use (or "process") personal data about individuals including: its staff; its current, past and prospective pupils; and their parents, carers or guardians (referred to in this policy as "parents").
5. This makes the School a data controller of your personal information and this information is provided because Data Protection Law gives individuals rights to understand how their data is processed and this Privacy Notice sets out how we will use that information and what your rights are in respect of the data we hold about you. Staff, parents and pupils are all encouraged to read this Privacy Notice and understand the School's obligations to its entire community.
6. This Privacy Notice applies alongside any other information the School may provide about a particular use of personal data, for example when collecting data via an online or paper form.
7. This Privacy Notice also applies in addition to the School's other relevant terms and conditions and policies, including:
 - a. Any contract between the School and its staff or the parents of pupils;
 - b. The School's Taking, Storing and Using Images of Children Policy;
 - c. The School's Records Management Policy;



- d. The School's safeguarding, pastoral, or health and safety policies, including as to how concerns or incidents are recorded; and
 - e. The School's IT policies, including its Use of Email, Internet and Communications Policy, Online Safety policy, Remote Working Policy and Bring Your Own Device to Work policy.
8. Anyone who works for, or acts on behalf of, the School (including staff, volunteers, governors and service providers) should also be aware of and comply with this Privacy Notice and the School's Data Protection Policy for Staff, which also provides further information about how personal data about those individuals will be used.

RESPONSIBILITY FOR DATA PROTECTION

9. The School has appointed the Bursar as the Privacy and Compliance Officer. She can be contacted at bursar@willingtonschool.co.uk

WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA

10. In order to carry out its ordinary duties to staff, pupils and parents, the School needs to process a wide range of personal data about individuals (including current, past and prospective staff, pupils or parents) as part of its daily operation.
11. Some of this activity the School will need to carry out in order to fulfil its legal rights, duties or obligations – including those under a contract with its staff, or parents of its pupils.
12. Other uses of personal data will be made in accordance with the School's legitimate interests, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals, and provided it does not involve special or sensitive types of data.
13. The School expects that the following uses will fall within that category of its (or its community's) "legitimate interests":
 - For the purposes of pupil selection, to confirm the identity of prospective pupils and their parents, and retain a record (if appropriate) for the purposes of future applications or openings;
 - To provide education services, including musical education, physical training or spiritual development, career services, and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
 - To report to and liaise with parents about their child's progress, welfare and development including by way of regular reports and parents' evenings;
 - To organise and manage meetings, events and social engagements for pupils and parents;
 - Maintaining relationships with alumni and the School community, including direct marketing or fundraising activity;
 - For the purposes of donor due diligence and to confirm the identity of prospective donors.
 - For the purposes of management planning and forecasting, research and statistical analysis, including that imposed or provided for by law (such as tax, diversity or gender pay gap analysis);
 - To enable relevant authorities to monitor the School's performance and to intervene or assist with incidents as appropriate;
 - To give and receive information and references about past, current and prospective pupils, including relating to outstanding fees or payment history, to/from any educational institution that the pupil attended or where it is proposed they attend; and to provide references to potential employers of past pupils;



- To enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils of the School;
 - To safeguard pupils' welfare and provide appropriate pastoral care (including following the requirements and recommendations of the government's guidance on [Keeping Children Safe in Education](#) (or "KCSIE");
 - To monitor (as appropriate) use of the School's IT and communications systems in accordance with the School's Email, Internet and Communications Policy and AI acceptable use policy;
 - To make use of photographic images of pupils in School publications, on the School website and (where appropriate) on the School's social media channels in accordance with the School's Taking, Storing and Using Images of Children Policy;
 - For the prevention and detection of crime, and in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities;
 - To carry out or cooperate with any School or external complaints, disciplinary or investigation process; and
 - To promote the School to prospective parents and pupils; and
 - Where otherwise reasonably necessary for the School's purposes, including to obtain appropriate professional advice and insurance for the School.
14. In addition, the School will on occasion need to process **special category personal data** (concerning health, ethnicity, religion or sexual life) or criminal records information (such as when carrying out DBS checks) in accordance with rights or duties imposed on it by law, including as regards safeguarding and employment, or from time to time by explicit consent where required. These reasons will include:
- a. To safeguard pupils' welfare and provide appropriate pastoral (and where necessary, medical) care, and to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition or other relevant information where it is in the individual's interests to do so: for example for medical advice, for social protection, safeguarding, and cooperation with police or social services, for insurance purposes or to caterers or organisers of school trips who need to be made aware of dietary or medical needs;
 - b. To comply with public health requirements;
 - c. To provide educational services in the context of making reasonable adjustments for a pupil's disability and/or special educational needs of a pupil;
 - d. To provide spiritual education in the context of any religious beliefs;
 - e. In connection with employment of its staff, for example DBS checks, welfare, union membership or pension plans;
 - f. As part of any School or external complaints, disciplinary or investigation process that involves such data, for example if there are SEN, health or safeguarding elements; or
 - g. For legal and regulatory purposes (for example child protection, diversity monitoring and health and safety and immigration / visa sponsorship compliance) and to comply with its legal obligations and duties of care.

TYPES OF PERSONAL DATA PROCESSED BY THE SCHOOL

15. The types of personal data processed by the School will include by way of example:
- a. Names, addresses, telephone numbers, e-mail addresses and other contact details;



- b. Bank details and other financial information, e.g. about parents (or others) who pay fees to the School, and any source of funds and/or anti-money laundering information we are required to collect by law;
- c. Past, present and prospective pupils' academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks;
- d. Personnel files, including in connection with academics, employment or safeguarding;
- e. nationality and other immigration status information (e.g. right to work / study), including copies of passport information;
- f. Where appropriate, information about individuals' health and welfare, and contact details for their next of kin;
- g. References given or received by the School about pupils, and relevant information provided by previous educational establishments and/or other professionals or organisations;
- h. Correspondence with and concerning staff, pupils and parents past and present; and
- i. Images of pupils (and occasionally other individuals) engaging in School activities, and images captured by the School's CCTV system (in accordance with the School's policy on taking, storing and using images of children);

HOW THE SCHOOL COLLECTS PERSONAL DATA

16. Generally, the School receives personal data from the individual directly (including, in the case of pupils, from their parents). This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written assessments). However, in some cases personal data will be supplied by third parties (for example another school, or other professionals or authorities working with that individual); or collected from publicly available resources

WHO HAS ACCESS TO PERSONAL DATA AND WHO THE SCHOOL SHARES IT WITH

17. **Processing by third parties.** 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). However, some functions are outsourced including [e.g. HR, accounting, IT, cloud storage / records management, monitoring, mailing]. In accordance with Data Protection Law, this type of external data processing is always subject to contractual assurances that personal data will be kept securely and used only in accordance with the school's specific directions.
18. **Data sharing.** Occasionally, the school – including its governing board – will need to share personal information relating to its community of staff, pupils and parents with third parties, such as:
 - the Parents of Willington (POW)
 - appropriate contractors, such as visiting music teachers;
 - professional advisers (e.g. lawyers, insurers, PR advisers and accountants);
 - examination boards;
 - Stage 3 complaints panels, which will include independent panel members;
 - third parties and their advisers in the event of a possible or actual sale, merger or other restructuring of the school; and



- government authorities (e.g. HMRC, DfE, CAFCASS, police, Home Office, a relevant public health / NHS body and / or local authority) and/or appropriate regulatory bodies.
- Occasionally the governing board will need to process parent or pupil information, such as when a complaint is raised and in accordance with the School Complaints Procedure, this may also require the involvement of independent panel members.

ACCESS TO SENSITIVE DATA

19. Particularly strict rules of access apply in the context of “special category” data, most notably:
 - medical records; and
 - pastoral or safeguarding files.
20. **Medical data.** The school needs to process such information to comply with statutory duties and to keep pupils and others safe, but the school will ensure only authorised staff can access information on a need-to-know basis. This may include wider dissemination if needed for school trips or for catering purposes. Express consent will be sought where appropriate.
21. However, a certain amount of any SEND pupil’s relevant information will need to be provided to staff more widely in the context of providing the necessary care and education that the pupil requires.
22. **Safeguarding data.** Staff, pupils and parents are reminded that the school is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education or ‘KCSIE’) to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This is likely to include file notes on personnel or safeguarding files, low-level concerns records kept about adults, and in some cases referrals to relevant authorities such as the LADO, Children’s services, CAMHS or the police.
23. KCSIE also requires that, whenever a child leaves the School to join another school or college, his or her child protection file is promptly provided to the new organisation, along with any other information which the School’s Designated Safeguarding Lead considers material to the ongoing care needs of any pupil. Where appropriate, the School will consult with parents as to how these needs are best served, but ultimately the decision as to what information is necessary to share with the new school or college is a safeguarding question that must be reserved to the School. The School will retain a copy of the child protection file in accordance with its retention policy for material related to safeguarding matters.
24. For further information about this, please view the school’s Safeguarding and Child Protection Policy.

HOW LONG WE KEEP PERSONAL DATA

25. The School will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason. Typically, the legal recommendation for how long to keep ordinary staff and pupil personnel files is up to 7 years following departure from the School. However, incident reports and safeguarding files will need to be kept much longer, in accordance with specific legal requirements.



26. If you have any specific queries about how our retention policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the Bursar [bursar@willingtonschool.co.uk]. However, please bear in mind that the School will often have lawful and necessary reasons to hold on to some personal data even following such a request.
27. A limited and reasonable amount of information will be kept, e.g. for archiving purposes; and even where you have requested we no longer keep in touch with you, we will need to keep a record of the fact in order to fulfil your wishes (called a "suppression record").
28. The School's retention of records policy conforms with the ISBA Retention of Records Guidelines.

KEEPING IN TOUCH AND SUPPORTING THE SCHOOL

29. The School will use the contact details of parents, alumni and other members of the School community to keep them updated about the activities of the School, or alumni and parent events of interest, including by sending updates and newsletters, by email and by post. Unless the relevant individual objects, the School will also:
 - a. Share personal data about parents and/or alumni, as appropriate, with organisations set up to help establish and maintain relationships with the School community, such as Parents of Willington (POW);
 - b. Contact parents (including via POW) and/or alumni by post and email in order to promote and raise funds for the School and, where appropriate, other worthy causes;
 - c. Should you wish to limit or object to any such use, or would like further information about them, please contact the Bursar in writing. You always have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising. However, the School is nonetheless likely to retain some of your details (not least to ensure that no more communications are sent to that particular address, email or telephone number).

YOUR RIGHTS

30. Rights of access, etc.
 - Individuals have various rights under Data Protection Law to access and understand personal data about them held by the School, and in some cases ask for it to be erased or amended or have it transferred to others, or for the School to stop processing it – but subject to certain exemptions and limitations:
 - Any individual wishing to access or amend their personal data, or wishing it to be transferred to another person or organisation, or who has some other objection to how their personal data is used, should put their request in writing to the Bursar (bursar@willingtonschool.co.uk).
 - The School will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits (which is one month in the case of requests for access to information).
 - The School will be better able to respond quickly to smaller, targeted requests for information. If the request for information is manifestly excessive or similar to previous requests, the School may ask you to reconsider, or require a proportionate fee (but only where Data Protection Law allows it).



- If you consider that the personal data we hold on you is inaccurate, please let us know. However, the School will not necessarily delete or amend views, opinions, notes or records purely on the request of an individual who disputes the account, although we may keep a record of all parties' viewpoints.

31. Requests that cannot be fulfilled.

- You should be aware that UK GDPR rights (including the right of access) are limited to your own personal data, and certain data is exempt. This will include information which identifies other individuals (and parents need to be aware this may include their own children, in certain limited situations – [please see further below]), or information which is subject to legal privilege (for example legal advice given to or sought by the school, or documents prepared in connection with a legal action, or where a duty of confidence is owed by a legal adviser).
- The school is also not required to disclose any pupil examination scripts (or other information consisting solely of pupil test answers, potentially including in mock exam scripts or other types of exams / tests used to assess performance – although markers' comments may still be disclosable if they constitute pupil personal data). The school is also not required to provide examination or other test marks ahead of their ordinary publication date, nor share any confidential reference held by the school that was (or will be) given for the purposes of the education, training, appointment or employment of any individual.
- You may have heard of the "right to be forgotten". However, we will sometimes have compelling reasons to refuse specific requests to amend, delete or stop processing your (or your child's) personal data: for example, a legal requirement, or where it falls within a proportionate legitimate interest identified in this Privacy Notice. Generally, if the School still considers the processing of the personal data to be reasonably necessary, it is entitled to continue. All such requests will be considered on their own merits.

32. Requests by or on behalf .

- Pupils can make subject access requests for their own personal data, provided that, in the reasonable opinion of the School, they have sufficient maturity to understand the request they are making (see section **Whose Rights?** below). A pupil of any age may ask a parent or other representative to make a subject access request on his/her behalf.
- Indeed, while a person with parental responsibility will generally be entitled to make a subject access request on behalf of younger pupils, the law still considers the information in question to be the child's: for older pupils, the parent making the request may need to evidence their child's authority for the specific request. Requests not considered in the child's best interests may sometimes be refused.
- Pupils at Senior School / aged e.g. 13 and above are generally assumed to have this level of maturity, although this will depend on both the child and the personal data requested, including any relevant circumstances at home. Older Prep School children may however be sufficiently mature to have a say in this decision, depending on the child and the circumstances.

33. Parental requests, etc.

- It should be clearly understood that the rules on subject access are not the sole basis on which information requests are handled. Parents may not have a statutory right to information, but they and others will often have a legitimate interest or expectation in receiving certain information about pupils without their consent. The School may consider there are lawful grounds for sharing with or without reference to that pupil.



- Parents will in general receive educational and pastoral updates about their children, in accordance with the Parent Contract. Where parents are separated, the School will in most cases aim to provide the same information to each person with parental responsibility, but may need to factor in all the circumstances including the express wishes of the child.
- All information requests from, on behalf of, or concerning pupils – whether made under subject access or simply as an incidental request – will thus be considered on a case by case basis.

34. Consent.

- Where the School is relying on consent as a means to process personal data, any person may withdraw this consent at any time (subject to similar age considerations as above). Examples where we do rely on consent are certain types of uses of images and certain types of fundraising activity. Please be aware however that the School may not be relying on consent but have another lawful reason to process the personal data in question even without your consent. That reason will usually have been asserted under this Privacy Notice, or may otherwise exist under some form of contract or agreement with the individual (e.g. an employment or parent contract, or because a purchase of goods, services or membership of an organisation such as an alumni or parents' association has been requested).

35. Whose rights?

- The rights under Data Protection Law belong to the individual to whom the data relates. However, the School will often rely on parental authority or notice for the necessary ways it processes personal data relating to pupils – for example, under the parent contract, or via a form. Parents and pupils should be aware that this is not necessarily the same as the School relying on strict consent (see section on Consent above).
- Where consent is required, it may in some cases be necessary or appropriate – given the nature of the processing in question, and the pupil's age and understanding – to seek the pupil's consent. Parents should be aware that in such situations they may not be consulted, depending on the interests of the child, the parents' rights at law or under their contract, and all the circumstances.
- In general, the School will assume that pupils' consent is not required for ordinary disclosure of their personal data to their parents, e.g. for the purposes of keeping parents informed about the pupil's activities, progress and behaviour, and in the interests of the pupil's welfare. That is unless, in the School's opinion, there is a good reason to do otherwise.
- However, where a pupil seeks to raise concerns confidentially with a member of staff and expressly withholds their agreement to their personal data being disclosed to their parents, the School may be under an obligation to maintain confidentiality unless, in the School's opinion, there is a good reason to do otherwise; for example, where the School believes disclosure will be in the best interests of the pupil or other pupils, or if required by law.
- Pupils are required to respect the personal data and privacy of others, and to comply with the School's IT: acceptable use policy and the School rules. Staff are under professional duties to do the same covered under the relevant staff policy.

DATA ACCURACY AND SECURITY

36. The School will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must please notify the Bursar of any significant changes to important information, such as contact details, held about them.



37. An individual has the right to request that any out-of-date, irrelevant or inaccurate or information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection Law): please see above for details of why the School may need to process your data and please see below details of who you may contact if you disagree.
38. The School will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to School systems. All staff and governors will be made aware of this policy and their duties under Data Protection Law and receive relevant training.

THIS POLICY

39. The School will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

QUERIES AND COMPLAINTS

40. Any comments or queries on this policy should be directed to the Bursar using bursar@willingtonschool.co.uk.
41. If an individual believes that the School has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise the School complaints / grievance procedure and should also notify the Bursar / Headmaster. You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the School before involving the regulator.



PRIVACY NOTICE FOR STAFF

1. In the course of your employment, engagement or other basis of work undertaken for the School, we will collect, use and hold ("process") personal data relating to you as a member of our staff. This makes the School a data controller of your personal information. This Staff Privacy Notice sets out how we will use that information and what your rights are.

Who this section applies to

2. This notice applies to all staff, contractors, visiting teachers, casual workers, temps and volunteers (including Governors) who may be employed or engaged by the School to work for it in any capacity, as well as prospective applicants for roles. [This notice is not aimed at pupils, or parents of pupils or other members of the public, nor does it inform staff how to handle the personal data of the same. That information may be found in the School's Privacy Notice and the staff Data Protection Policy respectively].

About this section

3. This Staff Privacy Notice explains how the School collects, uses and shares (or "processes") personal data of staff, and your rights in relation to the personal data we hold.
4. This Privacy Notice also applies in addition to the School's other relevant terms and conditions and policies, including:
 - a. Any contract between the School and its staff and any applicable staff handbook.
 - b. The School's CCTV policy;
 - c. The School's Retention of Records policy as detailed in the School's Data Protection policy;
 - d. The School's Safeguarding, Pastoral, Anti-bullying, or Health and Safety policies, including as to how concerns or incidents are reported or recorded (both by and about staff); and
 - e. The School's IT policies, including its Acceptable Use policy, eSafety policy, WiFi policy, Remote Working policy and Bring Your Own Device policy.
5. Please note that your contract with the School, including any document or policy forming a part of your contractual obligations to the School, may in particular be relevant to and supplement the information in this Staff Privacy Notice, to the extent that it will contain details of obligations or rights of the School under contract with you which may require the use of your personal data. However, this Staff Privacy Notice is the primary document applicable to the use of your personal data by the School.
6. This Staff Privacy Notice also applies alongside any other information the School may provide about particular uses of personal data, for example when collecting data via an online or paper form.

How we collect your information

7. We may collect your personal data in a number of ways, for example:
 - a. From the information you provide to us during the recruitment process such as when provide your personal data in application forms and covering letters, etc. and from third parties, for example the



Disclosure and Barring Service (DBS) and referees (including your previous or current employers or school), in order to verify details about you and/or your application to work for us.

- b. More generally, during your time as a member of staff we will collect data from or about you, including when you provide or update your contact details; when you or another member of staff completes paperwork regarding your performance appraisals; in the course of fulfilling your employment (or equivalent) duties more generally, including by filling reports, note taking, or sending emails on School systems and in various other ways as you interact with us during your time as a member of staff, and afterwards, where relevant, for the various purposes set out below.

The types of information we collect

8. We may collect the following types of personal data about you (and your family members and 'next of kin', where relevant):
 - a. Contact and communications information, including:
 - (1) Your contact details (including email address(es), telephone numbers and postal address(es);
 - (2) Contact details (through various means, as above) for your family members and 'next of kin', in which case you confirm that you have the right to pass this information to us for use by us in accordance with this Privacy Notice;
 - (3) Records of communications and interactions we have had with you;
 - b. Biographical, educational and social information, including:
 - (1) Your name, title, gender, nationality and date of birth;
 - (2) Your image and likeness, including as captured in photographs taken for work purposes;
 - (3) Details of your education and references from your institutions of study;
 - (4) Lifestyle information and social circumstances;
 - (5) Your interests and extra-curricular activities;
 - c. Financial information, including:
 - (1) Your bank account number(s), name(s) and sort code(s) (used for paying your salary and processing other payments);
 - (2) Your tax status (including residence status);
 - (3) Information related to pensions, national insurance, or employee benefit schemes;
 - d. Work related information, including:
 - (1) Details of your work history and references from your previous employer(s);
 - (2) Your personal data captured in the work product(s), notes and correspondence you create while employed by or otherwise engaged to work for the School;
 - (3) Details of your professional activities and interests;
 - (4) Your involvement with and membership of sector bodies and professional associations;
 - (5) Information about your employment and professional life after leaving the School, where relevant (for example, where you have asked us to keep in touch with you);
 - e. Any other information relevant to your employment or other engagement to work for the School.
9. Where this is necessary for your employment or other engagement to work for us, we may also collect special categories of data, and information about criminal convictions and offences, including:



- a. Information revealing your racial or ethnic origin;
 - b. Trade union membership, where applicable;
 - c. Information concerning your health and medical conditions (for example, where required to monitor and record sickness absences, dietary needs, or to make reasonable adjustments to your working conditions or environment);
 - d. Information concerning your sexual life or orientation (for example, in the course of investigating complaints made by you or others, for example concerning discrimination); and
 - e. Information about certain criminal convictions (for example, where this is necessary for due diligence purposes, or compliance with our legal and regulatory obligations);
10. However, this will only be undertaken where and to the extent it is necessary for a lawful purpose in connection with your employment or other engagement to work for the school.

The basis for processing your personal data and how that data is used

11. Entering into, or fulfilling, our contract with you.

We process your personal data because it is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract, such as a contract of employment or other engagement with us. In this respect, we use your personal data for the following:

- a. Administering job applications and, where relevant, offering you a role with us;
- b. Carrying out due diligence checks on you, whether during the application process for a role with us or during your engagement with us, including by checking references in relation to your education and your employment history;
- c. Once you are employed or engaged by us in any capacity, for the performance of the contract of employment (or other agreement) between you and us;
- d. To pay you and to administer benefits (including pensions) in connection with your employment or other engagement with us;
- e. Monitoring your attendance and your performance in your work, including in performance appraisals;
- f. Promoting the School to prospective parents and others, including by publishing the work product(s) you create while employed by or otherwise engaged to work for the School;
- g. For disciplinary purposes, including conducting investigations where required;
- h. For other administrative purposes, for example to update you about changes to your terms and conditions of employment or engagement, or changes to your pension arrangements;
- i. For internal record-keeping, including the management of any staff feedback or complaints and incident reporting; and



- j. For any other reason or purpose set out in your employment or other contract with us.

12. Legitimate Interests.

We process your personal data because it is necessary for our (or sometimes a third party's) legitimate interests. Our "legitimate interests" include our interests in running the School in a professional, sustainable manner, in accordance with all relevant ethical, educational, charitable, legal and regulatory duties and requirements (whether or not connected directly to data protection law). In this respect, we use your personal data for the following:

- a. Providing you with information about us and what it is like to work for us (where you have asked for this, most obviously before you have made a formal application to work for us);
- b. For security purposes, including by operating security cameras in various locations on the School's premises;
- c. To enable relevant authorities to monitor the School's performance and to intervene or assist with incidents as appropriate;
- d. To provide education services to pupils;
- e. To safeguard pupils' welfare and provide appropriate pastoral care;
- f. To carry out or cooperate with any School or external complaints, disciplinary or investigatory process;
- g. For the purposes of management planning and forecasting, research and statistical analysis;
- h. In connection with organising events and social engagements for staff;
- i. Making travel arrangements on your behalf, where required;
- j. Contacting you or your family members and 'next of kin' for business continuity purposes, to confirm your absence from work, etc.;
- k. Publishing your image and likeness in connection with your employment or engagement with us;
- l. To monitor use of the School's IT and communications systems in accordance with the School's IT: Acceptable Use policy and Government guidance such as KCSIE.

13. Legal Obligations.

We also process your personal data for our compliance with our legal obligations, notably those in connection with employment, charity / company law, tax law and accounting, and child welfare. In this respect, we use your personal data for the following:

- a. To meet our legal obligations (for example, relating to child welfare, social protection, diversity, equality, and gender pay gap monitoring, employment, and health and safety);



- b. For tax and accounting purposes, including transferring personal data to HM Revenue and Customs to ensure that you have paid appropriate amounts of tax;
- c. For the prevention and detection of crime, and in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

14. Special Categories of Data.

We process special categories of personal data (such as data concerning health, religious beliefs, racial or ethnic origin, sexual orientation or union membership) or criminal convictions and allegations for the reasons set out below. We will process this data on the basis that such processing is necessary to carry out obligations and exercise rights (both yours and ours) in relation to your employment. In particular, we process the following types of special category personal data for the following reasons:

- a. Your physical or mental health or condition(s) in order to record sick leave and take decisions about your fitness for work, or (in emergencies) act on any medical needs you may have;
- b. Recording your racial or ethnic origin in order to monitor our compliance with equal opportunities legislation;
- c. Trade union membership, in connection with your rights as an employee and our obligations as an employer;
- d. Categories of your personal data, which are relevant to investigating complaints made by you or others, for example concerning discrimination, bullying or harassment;
- e. Data about any criminal convictions or offences committed by you, for example when conducting criminal background checks with the DBS, or where it is necessary to record or report an allegation (including to police or other authorities, with or without reference to you);

15. We will process special categories of personal data for lawful reasons only, including because:

- a. You have given us your explicit consent to do so, where consent is appropriate;
- b. It is necessary to protect your or another person's vital interests, for example, where you have a life-threatening accident or illness in the workplace and we have to process your personal data in order to ensure you receive appropriate medical attention;
- c. It is necessary for some function in the substantial public interest, including the safeguarding of children or vulnerable people, or as part of a process designed to protect others from malpractice, incompetence or unfitness in a role (or to establish the truth of any such allegations); or
- d. It is necessary for the establishment, exercise or defence of legal claims, such as where any person has brought a claim or serious complaint against us or you.

Sharing your information with others



16. For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we may share your personal data with certain third parties. We may disclose limited personal data (including in limited cases special category or criminal data) to a variety of recipients including:
- a. Other employees, agents and contractors (eg third parties processing data on our behalf as part of administering payroll services, the provision of benefits including pensions, IT etc. – although this is not sharing your data in a legal sense, as these are considered data processors on our behalf);
 - b. DBS and other relevant authorities and agencies such as the Department for Education, NCTL, the ICO, Charity Commission and the local authority;
 - c. External auditors or inspectors;
 - d. Our advisers where it is necessary for us to obtain their advice or assistance, including insurers, lawyers, accountants, or other external consultants;
 - e. Third parties and their advisers in the unlikely event that those third parties are acquiring or considering acquiring all or part of our School, or we are reconstituting or setting up some other body;
 - f. When the School is legally required to do so (by a court order, government body, law enforcement agency or other authority of competent jurisdiction), for example HMRC or police.
17. We may also share information about you with other employers in the form of a reference, where we consider it appropriate, or if we are required to do so in compliance with our legal obligations.

How long your information is kept

18. Personal data relating to unsuccessful job applicants is deleted within one year of the end of the application process, except where we have notified you we intend to keep it for longer (and you have not objected).
19. For employees, subject to any other notices that we may provide to you, we may retain your personal data for a period of up to 7 years after your contract of employment (or equivalent agreement) has expired or been terminated.
20. However, some information may be retained for longer than this, for example incident reports and safeguarding files, in accordance with specific legal requirements. See our Retention of Records policy.

Your rights

21. Our External Privacy Notice has details of your rights as a 'data subject', which are the same as if you were any member for the public. You can find out more about your rights under applicable data protection legislation from the Information Commissioner's Office website available at www.ico.org.uk.

This notice



22. The School will update this Staff Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

Contact and complaints

23. If you have any queries about this privacy notice or how we process your personal data, or if you wish to exercise any of your rights under applicable law, you should contact the Bursar/Headmaster.
24. If you are not satisfied with how we are processing your personal data, or how we deal with your complaint, you can make a complaint to the Information Commissioner: www.ico.org.uk. The ICO does recommend that you seek initially to resolve any issues with us (the data controller) prior to any referral.

Review period: Annual

Reviewed by: Bursar