



Queen Elizabeth's School

FOUNDED IN 1573

Privacy notice for staff

Under 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 you.

We, Queen Elizabeth's School (Queen's Road, Barnet, Herts, EN5 4DQ) are the 'data controller' for the purposes of data protection law.

You can contact our Data Protection Officer at dpo@qebarnet.co.uk

The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, DBS certificates, references and other information included in a 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
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving license
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, and religious beliefs,
- Trade union membership
- Health, including any medical conditions and disabilities, and sickness records

Why we use this data

The purpose of processing this data is to help us run the School, including to:

- Enable you to be paid
- Allow us to contact you or your next of kin in an emergency
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Enable ongoing safeguarding measures
- Support effective performance management
- Look after your health, safety and wellbeing, including through any reasonable adjustments to your role or working environment
- 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 Teaching Regulation Agency (TRA)
- Celebrate your contribution to the work of the School

Our legal basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where we have got permission to use your data, you may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

The length of time that information will be kept for will be determined in relation to the law and with reference to the Information and Records Management Society guidelines, where there is no time period set in law.

Data sharing

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

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

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns*
- *The Department for Education - to meet our legal obligations to share certain information with it, such as workforce data*
- *Your family or representatives – in the event of an emergency or an urgent concern with regards to your wellbeing*
- *Educators and examining bodies – to support the formal assessment system for pupils*
- *Our regulators, such as Ofsted and the Education Skills Funding Agency – to ensure the School is compliant with regulatory requirements and to ensure that the quality of education can be independently assessed and validated*
- *Suppliers and service providers – to enable them to provide the services we have contracted them for, such as payroll*
- *Financial organisations - so we can fulfill contracts for services to be provided to you; receive the funding and financial support you are entitled to; and allow you to participate in activities such as trips*
- *Central and local government – to meet our legal reporting requirements*
- *Our auditors - so the School's finances can be verified in your interest*
- *Trade unions and associations – where you have membership, in the course of negotiations or in the event that there is either a disciplinary investigation into your conduct or you raise a complaint about the School*
- *Health and welfare authorities – to support your wellbeing, to assess your fitness for work, and to ensure that the necessary support is in place to help you in case of illness or disability*

- *Security organisations – to protect your health and safety and that of pupils, colleagues and visitors*
- *Professional advisers and consultants – to support effective performance management and your professional development*
- *Charities and voluntary organisations - where they are providing a service, such as counselling, which is in your interest*
- *Police forces, courts, tribunals - to meet our legal duties and to safeguard pupils*
- *Professional bodies – to verify your qualifications and right to work and to support your professional development; to meet our legal duties to inform the Disclosure and Barring Service and/or Teaching Regulation Agency of concerns or disciplinary outcomes*
- *Employment and recruitment agencies – to enable the recruitment of the highest quality staff, or to support you moving to a new job if you choose to leave the School*

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request'.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials

- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- dpo@gebarnet.co.uk or on 020 8441 4646

This notice is based on the Department for Education's model privacy notice for school workforce, amended to reflect the way we use data in this school.