# Caterham School Staff Privacy Notice

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Caterham School is registered at Harestone Valley Road, Caterham, Surrey, CR3 6YA. Company number 5410420. Registered Charity number 1109508. This Privacy Notice includes

School Trading Limited and Caterham School Enterprises Limited, Caterham School International Limited and Caterham School Virtual Limited.

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

## Who this document applies to?

Academic and bursarial staff, Trustees, contractors, peripatetic teachers, casual workers, temporary and volunteers who may be employed or engaged by the school to work for it in any capacity, as well as prospective applicants for roles.

notice are not intended

to imply or confer any employment rights on non-employees.

## About this document

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.

This Privacy Notice also applies in addition to the school's other relevant terms and conditions and policies, including

any contract between the school and its staff, such as the terms and conditions of employment, and any applicable staff handbook.

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

the school's IT policies, including its Acceptable Use policy, eSafety policy, WiFi policy, Remote Working policy and Bring Your Own Device policy.

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.

- 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;
- o records of communications and interactions we have had with you;

biographical, educational and social information, including:

- o your name, title, gender, nationality and date of birth;
- your image and likeness, including as captured in photographs taken for work purposes;
- your nationality and other immigration status information (eg right to work), including copies of passport information;
- o details of your education and references from your institutions of study;
- o lifestyle information and social circumstances;
- o your interests and extra-curricular activities;

financial information, including:

- your bank account number(s), name(s) and sort code(s) (used for paying your salary and processing other payments);
- your tax status (including residence status);
- Gift Aid declaration information, where relevant (for example, where we help you to administer donations to charity from your pre-taxed earnings);
- o information related to pensions, national insurance, or employee benefit schemes;

work related information, including:

- o details of your work history and references from your previous employer(s);
- your personal data captured in the work, notes and correspondence you create while employed by or otherwise engaged to work for the school;
- o details of your professional activities and interests;
- o your involvement with and membership of sector bodies and professional associations;
- 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);

and any other information relevant to your employment or other engagement to work for the school.

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: information revealing your racial or ethnic origin;

trade union membership, where applicable;

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);

biometric information, for example where necessary for school security systems;

information about certain criminal convictions (for example, where this is necessary for due diligence purposes, or compliance with our legal and regulatory obligations);

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 bases for processing your personal data, how that data is used and whom it is shared with

(i) 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:

administering job applications and, where relevant, offering you a role with us;

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;

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;

to pay you and to administer benefits (including pensions) in connection with your employment or other engagement with us;

monitoring your attendance and your performance in your work, including in performance appraisals;

promoting the school to prospective parents and others, including by publishing the work you create while employed by or otherwise engaged to work for the school;

for disciplinary purposes, including conducting investigations where required;

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;

for internal record-keeping, including the management of any staff feedback or complaints and incident reporting; and

for any other reason or purpose set out in your employment or other contract with us.

### (ii) 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:217.W\*nOEMC /PAMCIE

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);

for security purposes, including by operating security cameras in various locations on the school's premises;

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it is necessary to protect your or another person's vital interests, for example, where you have a life-

Personal data relating to unsuccessful job applicants is deleted within 24 months of the end of the application process, except where we have specifically requested to keep it for longer and you have not objected.

For employees, subject to any other notices that we may provide to you, we may retain your personal data for a period of 7 years after your contract of employment (or equivalent agreement) has expired or been terminated. However, information may be retained for longer than this in accordance with specific legal requirements or the advice of our insurers. Please see our Retention of Records policy for further detail.

## Your rights

Please see our External Privacy Notice which has details of your rights as a 'data subject', which are the same as if you were any member for the public. This can be found on the sc You can find out more about your rights under applicable data protection <u>www.ico.org.uk</u>.