

# Yesodey Hatorah Senior Girls School



## Privacy notice – use of your personal data

**Approved by:** Finance and Resources Committee

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## Contents

|   |   |
|---|---|
| 1. Introduction .....                         | 2 |
| 2. The personal data we hold .....            | 2 |
| 3. Why we use this data .....                 | 3 |
| 4. Our lawful basis for using this data ..... | 3 |
| 5. Collecting this data .....                 | 4 |
| 6. How we store this data .....               | 4 |
| 7. Who we share data with .....               | 5 |
| 8. Your rights .....                          | 6 |
| 9. Complaints.....                            | 6 |
| 10. Contact us.....                           | 7 |

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### 1. Introduction

Under UK data protection law, individuals have a right to be informed about how our 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 **our workforce**.

We, Yesodey Hatorah Senior Girls School, 6 Egerton Road, London N16 6AU, 020 8826 5500 are the 'data controller' for the purposes of UK data protection law.

Our DPO is Shard Business Services and is contactable via [dpo@shardbusinessservices.co.uk](mailto:dpo@shardbusinessservices.co.uk)

Our DP Lead is Mrs A Glick and is contactable via YHS on 0208 826 5500.

### 2. The personal data we hold

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

- Contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Characteristics information (such as age, gender)
- Next of kin and emergency contact information
- Contract information (such as start dates, hours worked, role, salary information)
- Work absence information (such as number of absences and reasons)
- Work performance information (such as appraisals, disciplinary records)
- Qualifications, and where relevant, subjects taught
- Payroll information (such as bank account details, National Insurance number, tax status)
- Video information captured by CCTV
- Information about your use of our information and communication 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
- Photographs and CCTV images captured in school
- Information about your religion, race, and ethnicity
- Information about trade union membership

We may also hold data about you that we have received from other organisations.

### 3. Why we use this data

We use the data listed above to:

- a) To enable you to be paid
- b) To facilitate safer recruitment as part of our safeguarding obligations
- c) To support effective performance management
- d) To support our health and safety obligations
- e) To meet our statutory requirements e.g. complying with the Equality Act 2010
- f) To inform recruitment and retention policies

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

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

You can withdraw consent by contacting us (see 'Contact us' below).

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

We do not currently process 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.

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

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

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

### 4. Our lawful basis for using this data

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances: –

- Consent: the individual has given clear consent to process their personal data for a specific purpose
- Contract: the processing is necessary for a contract with the individual
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations)
- Vital interests: the processing is necessary to protect someone's life

- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you will go about withdrawing consent if you wish to do so

## 4.1 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 1 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 are 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 are 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

## 5. 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 you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## 6. How we store this data

We keep personal information about you while you are employed by the school and beyond where we are required to do so. This is kept on our computer systems and sometimes on paper in your staff file.

Except as required by law, the school only retains information about staff for as long as necessary in accordance with timeframes imposed by law and our internal policy.

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

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

## **7. Who we share 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:

- Our local authority, Hackney and Hackney Education – to meet our legal obligations to share certain information with it
- The Department for Education
- Other government departments or agencies
- Our regulator, Ofsted
- Suppliers and service providers – SBS for IT support and IMPERO for filtering and monitoring purposes
- Financial organisations
- Our auditors
- Local Authority Designated Officer
- Occupational health
- Health authorities
- Security organisations
- Health and social welfare organisations
- Police forces, courts, tribunals
- Trade unions
- Employment and recruitment agencies
- Professional bodies
- Your family or representatives
- App or cloud server providers
- Filtering and monitoring providers

### **7.1 Sharing data with your partner or family**

In some instances, you may wish to authorise your partner or family member to communicate with us via phone or email about your finances. To do this, you should provide written authorisation to allow us to share your personal data to allow us to fulfil our contract with you. You can withdraw consent for us to share this information at any time by contacting our data protection lead (see 'Contact us'). We will process personal data of your partner in line with our obligation to data protection and provide a privacy notice when necessary.

## 7.2 Transferring data internationally

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

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

## 8. Your rights

### 8.1 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 (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing 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 whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information 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).

### 8.2 Your other rights regarding your data

Under 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).

## 9. Complaints

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

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. We will acknowledge your complaint within 30 days and investigate without undue delay.

Alternatively, you can make a complaint to the Information Commissioner's Office:

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

## 10. Contact us

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

Mrs A Glick, phone: 020 8826 5500; email: [admin@yesodeyhatorah.org](mailto:admin@yesodeyhatorah.org)