



Privacy Notice for Staff, Volunteers and Workers

This privacy notice explains how the School collects, stores and uses your personal data when you provide the School with information as part of your employment, volunteering or engagement with the School. The School needs to hold personal information about you on the School computer systems and in paper records to help with the daily running of the School.

The School is the data controller of the personal information we process and is responsible for its accuracy and safekeeping. Please help to keep school records up to date by informing us of any change of circumstances.

Senior school staff and in some circumstances administration staff who have limited access to your data to enable them to perform their duties. Anyone with access to your record is properly trained in confidentiality issues and is governed by a legal duty to keep your details secure, accurate and up to date. All information about you is held securely, and appropriate safeguards are in place to prevent loss.

In some circumstances the School may be required by law to release your details to statutory or other official bodies, for example if a court order is present, or in the case of public educational matters. In other circumstances you may be required to give written consent before information is released.

In some cases, your data may be outsourced to a third-party processor. Where the School outsources data to a third-party processor the same data protection standard that the School upholds are imposed on the processor through an appropriate written contract.

The School Data Protection Officer will oversee and monitor the School's data protection procedures and ensure the School remains compliant with the UK General Data Protection Regulation and the Data Protection Act 2018.

In this privacy notice, "workforce" includes employees, workers, agency staff, contractors, volunteers, trainees and others engaged to work at or provide services to the School, where the School processes their personal data.

The personal data the School collect, hold and share includes:

- ◇ Personal information (such as name, employee or teacher number, national insurance number, address, date of birth, marital status and gender)
- ◇ Next of kin and emergency contact numbers
- ◇ Salary, annual leave, pension and benefits information
- ◇ Contract information (such as start dates, hours worked, post, roles, references and recruitment information)
- ◇ Right to work information
- ◇ Disclosure and Barring Service Information and other criminal offence information
- ◇ Immigration and right-to-work records
- ◇ Occupational health information
- ◇ Safeguarding checks and allegations
- ◇ Vehicle and driving information, where relevant

- ◇ Professional conduct and regulatory information
- ◇ Details of trade union representatives or companions, where relevant
- ◇ Work absence information (such as number of absences and reasons)
- ◇ Qualifications and employment records including work history, job titles, working hours, training records and professional memberships
- ◇ Performance information and outcomes of any disciplinary and/or grievance procedures
- ◇ Attendance information (such as sessions attended, number of absences and absence reasons)
- ◇ Relevant medical and dietary information
- ◇ Financial information including bank details
- ◇ Photographs and images used for identification, safeguarding and security purposes and, where appropriate, for school publications, the website and social media
- ◇ Identity, right-to-work eligibility documents, which may include passport, birth certificate and/or driving licence
- ◇ CCTV Images
- ◇ Use of school IT systems including internet, email and device monitoring logs (where applicable)

This list is not exhaustive

The School may monitor emails, internet use, telephone calls and use of school devices where permitted by law, for legitimate purposes such as safeguarding, compliance with policies, or investigation of misconduct. Monitoring is proportionate and in line with the School's ICT Acceptable Use Policy.

What is 'Special Category' personal information?

The School processes special category information under the relevant conditions in Article 9 of the UK GDPR and Schedule 1 of the Data Protection Act 2018, including where processing is necessary for employment, social protection, occupational health, safeguarding, equality monitoring or other reasons of substantial public interest. Please see the School's Data Protection Policy for further information.

Some information is 'special' and needs more protection due to its sensitivity. It's often information you would not want widely known and is very personal to you. We may collect this information for staff recruitment, administration and management:

- ◇ sex life and sexual orientation
- ◇ religious or philosophical beliefs
- ◇ ethnicity
- ◇ physical or mental health
- ◇ trade union membership
- ◇ political opinion
- ◇ genetic data and biometric data used for the purpose of uniquely identifying an individual

Where the School collects 'special category' data, we only use it when:-

- ◇ You have given explicit consent;
- ◇ It is necessary to carry out employment law or safeguarding obligations;
- ◇ It is necessary to protect your vital interests;
- ◇ It is necessary for reasons of substantial public interest

and as set out in UK Data Protection Law. Please see our data protection policy for further information.

Why the School collect and use your information

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

- ◇ Enable the development of a comprehensive picture of the workforce and how it is deployed
- ◇ Inform the development of recruitment and retention policies
- ◇ Enable individuals to be paid
- ◇ Enabling ethnicity and disability monitoring
- ◇ Facilitate safe recruitment as part of the School safeguarding obligations
- ◇ Support effective performance management
- ◇ Allow better financial modelling and planning

We obtain personal information directly from you and, where appropriate, from recruitment agencies, referees, previous employers, the Local Authority, the Disclosure and Barring Service, occupational health providers, professional bodies, government departments, law enforcement bodies and publicly available sources.

Use of Artificial Intelligence (AI)

The School may use approved AI tools to assist with administrative tasks, drafting, summarising and analysis. Personal data will only be used where this is lawful, necessary and proportionate. AI-generated content will be reviewed by an authorised member of staff before it is relied upon. The School does not currently make legally or similarly significant decisions about members of the workforce solely by automated means. If this changes, affected individuals will be given appropriate information and safeguards, including the right to obtain human intervention and challenge a decision.

The lawful basis on which the School use this information

The School will only collect and use personal information about you when the law allows us to. Most commonly the School will 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

The School process this information under:

- ◇ Article 6(1)(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- ◇ Article 6(1)(c) where processing is necessary for compliance with a legal obligation, such as employment law or safeguarding requirements.
- ◇ Article 6(1)(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the School.

Whilst the majority of the personal data you provide to the School is mandatory, some is provided on

a voluntary basis. When collecting data, the School will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the School will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

In circumstances where the School have consent to use your personal information, you have the right to remove it at any time. If you want to remove your consent, contact the School's Data Protection Officer.

Where we process criminal offence information, including DBS information, safeguarding allegations or information about criminal proceedings, we do so under Article 10 of the UK GDPR and the relevant conditions in Schedule 1 of the Data Protection Act 2018, including where processing is necessary for employment, safeguarding, regulatory or statutory purposes.

How long is your data stored for?

The School retains workforce information for as long as it is needed for the purpose for which it was collected and in accordance with the School's Retention and Deletion Policy. Most personnel records are retained for six years after employment or engagement ends. Different periods apply to certain records, including safeguarding, child-protection, pension, payroll, accident, health and safety, DBS and regulatory records.

Who the School share workforce information with

The School only shares personal information where this is necessary and permitted or required by law. Consent is not normally relied upon for routine employment or statutory information sharing.

The School is required to provide relevant workforce information to the Local Authority under the Education (Supply of Information about the School Workforce) (England) Regulations 2007, as amended. The Local Authority submits relevant information to the Department for Education as part of the statutory School Workforce Census.

Where necessary or required the School may also share information with:

- ◇ Authorised school staff and the governing body
- ◇ The Local Authority including commissioned providers of Local Authority services
- ◇ Financial organisations including HMRC
- ◇ NHS and healthcare professionals
- ◇ Social and welfare organisations
- ◇ Law enforcement organisations and courts
- ◇ Current, past or prospective employers
- ◇ Voluntary and charitable organisations
- ◇ Business associates and other professional advisers
- ◇ Suppliers and service providers
- ◇ Security organisations
- ◇ School trip organisations
- ◇ External auditors
- ◇ Employee benefit schemes
- ◇ Disclosure and Barring Service and Teaching Regulation Agency

- ◇ Pension and payroll providers
- ◇ Occupational health providers
- ◇ Insurers and trade unions

Where required, information sharing is supported by an appropriate contract, data sharing arrangement or Data Protection Impact Assessment.

Your Rights

Under data protection law, you have the following rights:

- ◇ To access your personal data (known as a Subject Access Request)
- ◇ To correct inaccurate or incomplete data
- ◇ To request erasure ('right to be forgotten') in certain circumstances
- ◇ To restrict or object to processing in certain circumstances
- ◇ To withdraw your consent (where applicable)
- ◇ In relation to solely automated decisions that have legal or similarly significant effects
- ◇ To data portability where processing is based on consent or contract and carried out by automated means

You can exercise these rights under the UK GDPR, Data Protection Act 2018 and Data (Use and Access) Act 2025.

Please note: Employment references are provided in confidence and are generally exempt from disclosure under data protection law and will not normally be shared in response to a subject access request.

If you make a subject access request, and we hold information about you we will:

- ◇ Describe the data we hold
- ◇ Explain why we process it and how long we keep it
- ◇ Tell you where we got it from
- ◇ Tell you who it's shared with
- ◇ Explain any automated decision-making (not applicable here)
- ◇ Provide a copy in an accessible format (unless exemptions apply)

Information relating to or provided by a third person who has not consented to the disclosure, including images removed or obscured may be withheld. If the School can't give you some or any of the information, the School will tell you why.

To make a request for your personal information, please contact the School data protection officer clearly stating:

- ◇ Your name and contact details
- ◇ The Information you want
- ◇ Any details or relevant dates that will help the School process your request.

International Transfers

Some of the service providers used by the School may process personal data outside the United Kingdom. Where this occurs, the School ensures that an appropriate legal safeguard is in place, such as UK adequacy regulations, the UK International Data Transfer Agreement or the UK Addendum to the EU Standard Contractual Clauses.

Contact Us

If you have any queries about how your personal information is handled contact the School Data Protection Officer by email: dpo@robertclack.co.uk

Complaints

If you are concerned about how the School has handled your personal information, you may make a data protection complaint by contacting the Data Protection Officer at dpo@robertclack.co.uk. The School will acknowledge your complaint within 30 days, investigate it appropriately and inform you of the outcome without undue delay.

You also have the right to complain to the Information Commissioner if you remain dissatisfied.



Report a [concern online](#)



casework@ico.org.uk



0303 123 1113



Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire,
SK9 5AF

We may update this privacy notice from time to time. The current version will be available from the School or on its website. We will inform you where a change materially affects how your personal data is used.