



# Privacy Notice Staff and Volunteers

The King's School  
Cadhay Lane  
Ottery-St-Mary  
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EX11 1RA

## Change Control

Policy Owner	School Business Manager
Approved By	Resources Committee
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## 1. **Introduction**

This privacy notice explains how and why The King's School and its operating entities (also referred to as "The School", "we", "our" and "us") uses personal data about our employees, staff, contractors, trainees, officers, consultants, and temporary or agency workers (referred to as "you").

You should read this notice, so that you know what we are doing with your personal data. Please also read any other privacy notices that we give you, that might apply to our use of your personal data in specific circumstances in the future.

This notice does not form part of your contract of employment or any other contract to provide services.

## 2. **The School's data protection responsibilities**

"Personal data" is any information that relates to an identifiable natural person. Your name, address, contact details, salary details and CV are all examples of your personal data, if they identify you.

The term "process" means any activity relating to personal data, including, by way of example, collection, storage, use, consultation and transmission.

The King's School is a "controller" of your personal data. This is a legal term – it means that we make decisions about how and why we process your personal data and, because of this, we are responsible for making sure it is used in accordance with data protection laws.

You also have responsibilities whenever you process personal data in connection with the performance of your role at The King's School; these are outlined in our Data Protection Policy.

## 3. **What types of personal data do we collect and where do we get it from?**

We collect many different types of personal data about you for lots of reasons. We cannot administer our employment or other relationship with you without your personal data. Where we don't need your personal data, we will make this clear, for instance we will explain if any data fields in our application or staff survey processes are optional and can be left blank.

Further details of the personal data we collect, where we get it from and what we do with it are set out in Schedule 1.

You provide us with personal data directly when you apply for a job with us, when you complete our Application Form or correspond with us and in the course of performing

your job. We also create some personal data ourselves and obtain some personal data from other sources. We obtain it from other people and organisations, including some public sources, such as publicly available directories and online resources, your emergency contacts, your use of school provided assets, systems and platforms, your line manager and co-workers, your dependants and beneficiaries, third party benefits providers. You can read more about the sources of personal data in the more detailed information set out in as explained in Schedule 1.

If any of the personal information you have given to us changes, such as your contact details, please inform us without delay.

#### **4. What do we do with your personal data, and why?**

We process your personal data for particular purposes in connection with your employment or engagement with us, and the management and administration of our organisation.

We are required by law to always have a permitted reason or justification (called a “lawful basis”) for processing your personal data. There are six such permitted lawful basis for processing personal data. The table at Schedule 2 sets out the different purposes for which we process your personal data and the relevant lawful basis on which we rely for that processing.

Please note that where we have indicated in the table at Schedule 2 that our processing of your personal data is either:

- necessary for us to comply with a legal obligation; or
- necessary for us to take steps, at your request, to potentially enter into an employment contract with you, or to perform it

and should you choose not to provide the relevant personal data to us, we may not be able to enter into or continue our contract of employment or engagement with you.

We may also convert your personal data into statistical or aggregated form to better protect your privacy, or so that you are not identified or identifiable from it. Anonymised data cannot be linked back to you. We may use it to conduct research and analysis, including to produce statistical research and reports.

The School also has the legal right and a legitimate interest to collect and process personal data relating to those we employ or those otherwise contracted to work for us. We process personal data in order to meet the requirements set out in UK employment, academy and safeguarding law, including those in relation to the following:

- Academy Funding Agreement and Articles of Association
- Academy’s legal and statutory framework
- Safeguarding Vulnerable Groups Act 2006
- Statutory guidance “Keeping Children Safe in Education”

- The Childcare (Disqualification) Regulations 2009

The collection of this information benefits both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring
- supporting the work of the School Teachers' Review Body

## 5. **Special category personal data (including criminal data)**

We are required by law to treat certain categories of personal data with even more care than usual. These are called sensitive or special categories of personal data and different lawful bases apply to them. The table at Schedule 3 sets out the different purposes for which we process your special category personal data and the relevant lawful basis on which we rely for that processing. For some processing activities, we consider that more than one lawful basis may be relevant – depending on the circumstances.

## 6. **Who do we share your personal data with, and why?**

Sometimes we need to disclose your personal data to other people.

From time to time we may ask third parties to carry out certain functions for us (for example electronic Payslips). These third parties will process your personal data on our behalf (as our processor). We will disclose your personal data to these parties so that they can perform those functions. Before we disclose your personal data to other people, we will make sure that they have appropriate security standards in place to make sure your personal data is protected and we will enter into a written contract imposing appropriate security standards on them.

In certain circumstances, we will also disclose your personal data to third parties who will receive it as controllers of your personal data in their own right for the purposes set out above, in particular:

- if we transfer, reorganise or merge any part of our organisation, and we disclose or transfer your personal data to the prospective third party involved in a business transfer, reorganisation or merger arrangement (and their advisors); and

- if we need to disclose your personal data in order to comply with a legal obligation, to enforce a contract or to protect the rights, property or safety of our employees, students or others.

We have set out below a list of the categories of recipients with whom we are likely to share your personal data:

- employment-related benefits providers and other third parties in connection with your benefits (such as pension administrators);
- consultants and professional advisors including legal advisors, accountants and auditors;
- police forces, courts, court-appointed persons/entities, receivers and liquidators;
- business partners and joint ventures;
- trade unions and professional bodies;
- insurers;
- health and social welfare authorities;
- the Local Authority;
- governmental departments, statutory and regulatory bodies including the Department for Education, the Education and Skills Funding Agency, the Department for Work & Pensions, Information Commissioner's Office, the police and Her Majesty's Revenue and Customs.

We may also share your personal data with third parties, as directed by you.

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005.

To find out more about the data collection requirements placed on us by the DfE including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The DfE may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the DfE's data sharing process, please visit:  
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

## **7. Where in the world is your personal data transferred to?**

If any of our processing activities require your personal data to be transferred outside the European Economic Area, we will only make that transfer if:

- the country to which the personal data is to be transferred ensures an adequate level of protection for personal data;
- we have put in place appropriate safeguards to protect your personal data, such as an appropriate contract with the recipient;
- the transfer is necessary for one of the reasons specified in data protection legislation, such as the performance of a contract between us and you; or
- you explicitly consent to the transfer.

## **8. How do we keep your personal data secure?**

We will take specific steps (as required by applicable data protection laws) to protect your personal data from unlawful or unauthorised processing and accidental loss, destruction or damage. For more information, please read our Data Protection Policy.

## **9. How long do we keep your personal data for?**

If you are our employee we will keep your personal data during the period of your employment and then, after your employment with us ends, for as long as is necessary in

connection with both our and your legal rights and obligations. This may mean that we keep some types of personal data for longer than others.

We will only retain your personal data for a limited period of time. This will depend on a number of factors, including:

- any laws or regulations that we are required to follow;
- whether we are in a legal or other type of dispute with each other or any third party;
- the type of information that we hold about you; and
- whether we are asked by you or a regulatory authority to keep your personal data for a valid reason.

Please refer to the School's retention schedule in the Data Protection Policy for further details.

Any personal data contained in any work related correspondence or records may be retained for longer, dependant on the retention period of the file that your personal data is held on.

**10. What are your rights in relation to your personal data and how can you exercise them?**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

Where our processing of your personal data is based on your consent, you have the right to withdraw your consent at any time. If you do decide to withdraw your consent we will stop processing your personal data for that purpose, unless there is another lawful basis we can rely on – in which case, we will let you know. Your withdrawal of your consent won't impact any of our processing up to that point.

Where our processing of your personal data is necessary for our legitimate interests, you can object to this processing at any time. If you do this, we will need to show either a



compelling reason why our processing should continue, which overrides your interests, rights and freedoms or that the processing is necessary for us to establish, exercise or defend a legal claim.

If you wish to exercise any of your rights please contact Laurence Evans (our Data Protection Officer) in the first instance.

## **11. 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.

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

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

## SCHEDULE 1

### Categories of personal data

Type of personal data	Collected from
<b>a) Contact Information</b>	
<ul style="list-style-type: none"><li>Name(s)</li><li>Address(es)</li><li>Email address(es)</li><li>Contact details including mobile telephone number(s)</li></ul>	You
<b>b) Personal Information</b>	
<ul style="list-style-type: none"><li>Date of birth</li><li>Gender</li><li>Next of kin or other dependants</li><li>Marital or relationship status</li><li>Lifestyle and social circumstances</li><li>Emergency contact information</li></ul>	You
<b>c) Identity and Background Information</b>	
<ul style="list-style-type: none"><li>Details of education and qualifications and results</li><li>Career history, experience and skills</li><li>Passport information</li><li>Driving licence information</li><li>Psychometric test results</li><li>Right to work, residency and/or other visa information (where unrelated to your race or ethnicity)</li><li>Curriculum Vitae (CV) or resume and professional profile</li><li>Image or photographs</li></ul>	<ul style="list-style-type: none"><li>You</li><li>Recruitment consultants and agencies</li><li>Your previous employers</li><li>Publicly available information from online resources</li></ul>

Type of personal data	Collected from
<ul style="list-style-type: none"> <li>• Application form</li> <li>• Evaluative notes and decisions from job interviews</li> <li>• Preferences relating to job location and salary</li> <li>• Conflicts of interests (including where related to family networks)</li> </ul>	
<b>d) Financial Information</b>	
<ul style="list-style-type: none"> <li>• Bank account details</li> <li>• Salary, compensation and other remuneration information</li> <li>• National insurance number and/or other governmental identification numbers</li> <li>• Business expense and reimbursement details</li> </ul>	<ul style="list-style-type: none"> <li>• You</li> <li>• Your previous employer</li> </ul>
<b>e) Special Category Personal Data</b>	
<ul style="list-style-type: none"> <li>• Racial or ethnic origin (including your nationality and visa information)</li> <li>• Political opinions</li> <li>• Religious or philosophical beliefs</li> <li>• Trade union membership</li> <li>• Biometric data (including fingerprints)</li> <li>• Data concerning physical and/or mental health (including occupational health requirements, accident reports, day-to-day health concerns such as diabetes or epilepsy conditions which we should be aware of, dietary requirements, allergies, drug and alcohol test results and reasons for any short term or long term absence)</li> <li>• Sexual orientation</li> <li>• Health and safety and accident records and reports</li> <li>• Information relating to actual or suspected criminal convictions and offences</li> </ul>	<ul style="list-style-type: none"> <li>• You</li> <li>• Your emergency contact(s)</li> <li>• Your use of School security control systems</li> </ul>
<b>f) Employment Administration Information</b>	
<ul style="list-style-type: none"> <li>• Terms and conditions of employment</li> <li>• Work related contact details (including location and office and corporate phone numbers)</li> <li>• Image/photographs</li> </ul>	You

Type of personal data	Collected from
<ul style="list-style-type: none"> <li>Holiday and other leave related records</li> <li>Your working preferences and feedback in relation to the School and our staff</li> <li>Your preferences in relation to our use of your personal data</li> <li>Hours worked and working time preferences</li> <li>Statutory and non-statutory leave and absence records</li> <li>Job termination details</li> </ul>	
<b>g) Job Performance Information</b>	
<ul style="list-style-type: none"> <li>Role responsibilities</li> <li>Personal development reviews and appraisals, and associated feedback</li> <li>Training records</li> <li>Attendance information, including site access systems or timesheets</li> <li>Promotion application and/or outcome records</li> <li>Transfer and secondment information</li> </ul>	<ul style="list-style-type: none"> <li>You</li> <li>Your line manager(s) and co-workers</li> <li>Training providers</li> <li>Organisation to which transferred or seconded</li> </ul>
<b>h) Investigation, Grievance and Disciplinary</b>	
<ul style="list-style-type: none"> <li>The School's investigations records</li> <li>Grievance and disciplinary records</li> <li>Employment tribunal records</li> </ul>	<ul style="list-style-type: none"> <li>You</li> <li>Your line manager(s) and co-workers</li> <li>Third parties, as permitted by applicable law</li> </ul>
<b>i) Travel and Expenses Information</b>	
<ul style="list-style-type: none"> <li>Transaction records</li> <li>Visa, passport and insurance details</li> <li>Flight and accommodation booking information</li> <li>Travel itinerary information</li> </ul>	<ul style="list-style-type: none"> <li>You</li> </ul>
<b>j) Benefits Information</b>	

Type of personal data	Collected from
<ul style="list-style-type: none"> <li>Life assurance and pensions memberships for you and/or your dependants or other beneficiaries</li> <li>Death benefit information</li> </ul>	<ul style="list-style-type: none"> <li>You</li> <li>Third party benefits providers</li> <li>Your dependants or other beneficiaries</li> </ul>
<b>k) Asset, Systems and Platform Usage and Communications Information</b>	
<ul style="list-style-type: none"> <li>Computer and phone records</li> <li>Access logs and usage records from document management systems and other School provided applications and technologies</li> <li>User IDs and password information</li> <li>IP addresses and other online and physical device identifiers</li> <li>Records of calls, messages and/or internet or other data traffic and communications</li> </ul>	<ul style="list-style-type: none"> <li>You</li> <li>Us</li> <li>Our suppliers</li> <li>Your use of School assets, systems and platforms</li> </ul>
<b>l) Security, Location and Access Information</b>	
<ul style="list-style-type: none"> <li>Information (including image and biometric data) captured or recorded by electronic card access systems, CCTV and other security control systems</li> </ul>	<ul style="list-style-type: none"> <li>You</li> <li>Your use of School security control systems</li> </ul>

## SCHEDULE 2

### Purposes of processing personal data

For some processing activities, we consider that more than one lawful basis may be relevant – depending on the circumstances.

Purposes of processing	Lawful basis We are permitted to process your personal data because...					
	1. You have given <b>your consent</b> to the processing	2. It is necessary to perform your employment contract	3. It is necessary for us to comply with a legal obligation	4. It is necessary for our legitimate interests or those of third parties	5. It is necessary to protect your vital interests (or those of someone else)	6. It is necessary to perform a task in the public interest or in our official authority
<b>a) Recruitment and workforce planning</b>						
1. Administering your application for a job with us and considering your suitability for the relevant role				✓		
2. Obtaining, considering and verifying your employment references and employment history				✓		
3. Reviewing and confirming your right to work in the UK			✓			
4. Conducting verification and vetting, including criminal background checks and credit checks where required by law			✓			
5. Conducting background checks, verification and vetting which are not required by law but needed by us to assess your suitability for your role	✓					✓
6. Making a job offer to you and entering into a contract of employment with you		✓				
7. Identifying and assessing the School's strategic business direction and resourcing needs, current employees and areas for development				✓		
8. Promotion and succession planning				✓		
9. Analysing recruitment and retention objectives, processes and employee turnover rates				✓		
10. Developing, operating and collecting feedback on recruitment activities and employee selection processes				✓		
<b>b) General employment management and administration</b>						

Purposes of processing	Lawful basis We are permitted to process your personal data because...					
	1. You have given your consent to the processing	2. It is necessary to perform your employment contract	3. It is necessary for us to comply with a legal obligation	4. It is necessary for our legitimate interests or those of third parties	5. It is necessary to protect your vital interests (or those of someone else)	6. It is necessary to perform a task in the public interest or in our official authority
11. Communicating with you and providing you with information in connection with your employment or engagement with us from time to time		✓		✓	✓	
12. Paying your salary, compensation and any other benefits pursuant to your contract of employment		✓				
13. Calculating and administering taxation within payroll, and your entitlements to any statutory/contractual benefits (including statutory sick pay and workforce pension arrangements)			✓			
14. Facilitating the administration of any life assurance/insurance, pensions initiatives and plans that we offer in connection with your employment with us.			✓	✓		
15. General staff administration, including workforce management and facilities operations				✓		
16. Managing our health and safety compliance obligations			✓			
17. Paying you discretionary or non-contractual payments				✓		
18. Managing annual leave entitlement and records, and to administer related payments				✓		
19. Managing absence records, contractual sick leave entitlement and administering related payments		✓		✓		
20. Managing maternity, paternity, adoption, parental and dependants leave and (where applicable) pay			✓			
21. Contacting the appropriate person in the event of an emergency concerning you					✓	
22. Administering any insurance policies				✓		
23. Determining whether any adjustments are necessary to enable you to carry out your role		✓	✓			
24. Preparing risk assessments to prevent future injuries in the workplace			✓			
25. Carrying out staff appraisal reviews				✓		
26. Allocating and assigning responsibilities as necessary for workload management purposes, and measuring staff utilisation				✓		
27. Administering, recording and analysing training and training records				✓		
28. Supporting the establishment and maintenance of staff directories				✓		

Purposes of processing	Lawful basis We are permitted to process your personal data because...					
	1. You have given your consent to the processing	2. It is necessary to perform your employment contract	3. It is necessary for us to comply with a legal obligation	4. It is necessary for our legitimate interests or those of third parties	5. It is necessary to protect your vital interests (or those of someone else)	6. It is necessary to perform a task in the public interest or in our official authority
29. Considering your continuous suitability for your role				✓		
30. Providing details of your employment to a new or potential employer, bank or financial institution where requested by you	✓					
31. Handling grievance and disciplinary matters, including investigating issues, considering appropriate resolution and mitigating actions and reviewing outcomes				✓		
32. Responding to reference requests from your future potential employers				✓		
c) Security and governance						
33. Monitoring the security of the School's physical premises and systems, networks and applications			✓	✓		
34. Identifying and authenticating employees and other individuals				✓		
35. Establishing a network of emergency contacts for individuals in case of emergency				✓		
36. Identifying, investigating and mitigating suspected misuse of the School's assets, systems and platforms			✓	✓		✓
37. Ensuring compliance with School policies and procedures				✓		
d) Legal and regulatory compliance and responsibilities						
38. Managing and administering our equal opportunities reporting			✓			
39. Compliance with obligations under the contract of employment between you and the School		✓				
40. Responding to binding requests or search warrants or orders from courts, governmental, regulatory and/or enforcement bodies and authorities			✓			✓
41. Responding to non-binding requests or search warrants or orders from courts, governmental, regulatory and/or enforcement bodies and authorities				✓		
42. Complying with disclosure orders arising in civil proceedings			✓			✓
43. Investigating, evaluating, demonstrating, monitoring, improving, reporting on and meeting the School's compliance with relevant legal and regulatory requirements			✓			✓



Purposes of processing	Lawful basis We are permitted to process your personal data because...					
	1. You have given your consent to the processing	2. It is necessary to perform your employment contract	3. It is necessary for us to comply with a legal obligation	4. It is necessary for our legitimate interests or those of third parties	5. It is necessary to protect your vital interests (or those of someone else)	6. It is necessary to perform a task in the public interest or in our official authority
44. Investigating, evaluating, demonstrating, monitoring, improving, reporting on and meeting the School's compliance with best practice and good governance responsibilities				✓		
45. Responding to employment and industrial relations matters where permitted by applicable law, including criminal investigations, grievances, arbitrations, negotiations, elections and strikes			✓	✓		✓
e) Day-to-day business operations						
46. Implementing, adapting and enhancing systems and processes to develop or improve our business and/or make your job easier or more enjoyable				✓		
47. Managing, planning and delivering our global business, sales and marketing strategies				✓		
48. Supporting our diversity programmes and staff support networks and initiatives	✓					
49. Publishing external facing materials for marketing and public relations purposes such as where we mention you in the context of the School's projects and initiatives in our marketing materials, social media posts and press releases				✓		
50. Administering your travel and accommodation arrangements		✓	✓	✓		
51. Supporting and maintaining our technology infrastructure		✓		✓		
52. Supporting the sale, transfer or merging of part or all of our organisation or assets, or in connection with the acquisition of another organisation			✓	✓		

## SCHEDULE 3

### Purposes of processing special category personal data

Purposes of processing	Special category lawful basis					
	We are permitted to process your personal data because...					
	1. You have given your explicit consent to the processing	2. It is necessary for your/our obligations and rights in the field of employment and social security and social protection law	3. It is necessary to protect the vital interests of the data subject or another person you or they are physically or legally incapable of giving consent	4. It is necessary for our establishment, exercise or defence of legal claims	5. It is necessary for reasons of substantial public interest	6. It is necessary for preventive or occupational medicine, for the assessment of the working capacity of the employee
<b>a) Recruitment and workforce planning</b>						
1. Conducting verification and vetting, including criminal background checks and credit checks where required by law		✓			✓	
2. Conducting background checks, verification and vetting which are not required by law but needed by us to assess your suitability for your role	✓				✓	
<b>b) General employment management and administration</b>						
3. Facilitating the administration of any pensions initiatives and plans that we offer in connection with your employment with us		✓			✓	
4. Managing absence records, contractual sick leave entitlement and administering related payments		✓			✓	
5. Contacting the appropriate person in the event of an emergency concerning you			✓			
6. Administering our insurance policies					✓	
7. Determining whether any adjustments are necessary to enable you to carry out your role		✓				
<b>c) Security and governance</b>						
8. Identifying and authenticating employees and other individuals	✓				✓	
9. Identifying, investigating and mitigating suspected misuse of the School's assets, systems and platforms				✓		
<b>d) Legal and regulatory compliance and responsibilities</b>						

Special category lawful basis We are permitted to process your personal data because...					
Purposes of processing	1. You have given your explicit consent to the processing	2. It is necessary for your/our obligations and rights in the field of employment and social security and social protection law	3. It is necessary to protect the vital interests of the data subject or another person you or they are physically or legally incapable of giving consent	4. It is necessary for our establishment, exercise or defence of legal claims	5. It is necessary for reasons of substantial public interest
					6. It is necessary for preventive or occupational medicine, for the assessment of the working capacity of the employee
10. Managing and administering our equal opportunities reporting					✓
11. Responding to binding requests or search warrants or orders from courts, governmental, regulatory and/or enforcement bodies and authorities or sharing information (on a voluntary basis) with the same				✓	
12. Complying with disclosure orders arising in civil proceedings				✓	
13. Investigating, evaluating, demonstrating, monitoring, improving and reporting on the School's compliance with relevant legal and regulatory requirements				✓	
14. Responding to employment and industrial relations matters where permitted by applicable law, including criminal investigations, grievances, arbitrations, negotiations, elections and strikes				✓	
15. Making reasonable adjustments as needed to help remove barriers faced by you in your role because of any disability you might have		✓			
16. Delivering occupational health advice and services to you in relation to your role with us					✓
e) Day-to-day business operations					
17. Supporting our diversity programmes and staff support networks and initiatives	✓				