

How we use your information - Privacy Notice for Staff

Who we are

For the purposes of Data Protection legislation, the School is the Data Controller. This means it is in charge of personal data about you.

The postal address of the School is:

Felsted School
Felsted
Essex
CM6 3LL

In this Privacy Notice, 'we' and 'us' means the School.

If you want to contact us about your personal information you can contact our Data Protection Lead who is:

Rachel Earle
Compliance Manager
Felsted School
Felsted
Essex
CM6 3LL
Email: compliance@felsted.org

What information we collect and hold

The categories of school information that we process include:

- Personal information (such as name, address, employee or teacher number, national insurance number, employment contracts and remuneration details)
- Characteristics information (such as gender, age, ethnic group)
- Contract information (such as start date, hours worked, post, roles and salary information)
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)
- Payroll information (including bank account details)
- Sensitive information (special category personal data): Medical information and ethnic group (if you choose to supply this information to us).

How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and to enable individuals to be paid.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract and in the case of special category personal data (i.e. sensitive information) processing that personal data is necessary for performing or exercising obligations or rights which are conferred on us or on you by law in connection with your employment.
- The processing is necessary for the performance of a legal obligation to which the School is subject, for example our legal duty to safeguard pupils
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm
- The processing is necessary for the performance of our education function which is a function in the public interest.

How we collect workforce information

When we collect personal information, we will make it clear whether there is a legal requirement for you to provide it and whether there is a legal requirement on the School to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

We also collect information from a previous employer or educational establishment. You will know about this because you will have supplied us with the relevant contact details.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We are required, by law, to pass on some of the personal data which we collect to the Department for Education (DfE), including surname, previous surname, first name, post title and the working pattern (full or part time) of our staff.

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children. The School uses a third party, Atlantic Data Services, to administer these checks.

When requested, we provide references to other employers and financial verification of your employment and salary information, for example to support a mortgage application. You will already know about this as you will have provided our contact details to provide this information.

We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Where you have decided to become part of a salary sacrifice scheme such as that for child care vouchers, we share your details with the provider to the extent necessary for them to provide the vouchers to you.

Our scheme provider is: [Computersharevoucherservices.com](https://www.computersharevoucherservices.com)

We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the TPS, for Operational staff the scheme is Peoples Pension or The Pensions Trust .

Some of our activity is carried out on our behalf by third parties, such as IT software systems, web developers, cloud storage providers and mailing services. We will always make sure we have in place agreements with any third parties processing personal data on our behalf, that your personal information will be kept securely and only in accordance with our instructions.

The lawful basis on which we use this information

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract
- The disclosure is necessary for the performance of a legal obligation to which the School is subject, for example our legal duty to safeguard pupils
- The disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm
- The disclosure is necessary for the performance of our education function which is a function in the public interest
- We collect your consent.

For Special Category Personal Data (i.e. sensitive personal information) uses:

- The disclosure is necessary for the performance of a legal obligation to which the School is subject, for example our legal duty to safeguard pupils.
- The disclosure is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on us as the Data Controller or on you in connection with your employment.
- Where we collect ethnic origin or disability information for equality monitoring purposes, this falls within substantial public interest and is therefore lawful (but you are not required to provide information for that purpose if you do not want to).
- We collect your explicit consent.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our [Record Keeping Policy](#).

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact:

Human Resources Manager
Felsted School
Felsted
Essex
CM6 3LL
Email: hrmanager@felsted.org

More information about your rights is available in our [Data Protection Policy](#).

The School's policies and Privacy Notices are all available on the School [website](#).

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Lead and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns/> or the address below:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745.