

## 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](mailto:compliance@felsted.org)

### 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.

This personal data includes identifiers such as names and national insurance numbers, employment contracts and remuneration details, qualifications and absence information. It will also include sensitive personal data such as ethnic group, medical information and trade union membership (if you choose to supply this information to us).

During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

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

- The processing is necessary for the performance of your employment contract
- 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.

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.

### **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.

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://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 .

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.

### **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](mailto: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.