## *ANNEMOUNT_BIG-1*

**Privacy notice for staff**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that Annemount School hold about them. Annemount School complies with this right by providing ‘privacy notices’ to individuals where Annemount School processes their personal data.

This privacy notice explains how Annemount School collects, stores and uses personal data about individuals Annemount School employs, or otherwise engages, to work at Annemount School.

Annemount School is the ‘data controller’ for the purposes of data protection law.

**The personal data Annemount School holds**

Annemount School processes data relating to those Annemount School employs, or otherwise engages, to work at Annemount School. Personal data that Annemount School may collect, use, store and share (when appropriate) about an individual includes, but is not restricted to:

* Contact details
* Date of birth, marital status and gender
* Next of kin and emergency contact numbers
* Salary, annual leave, pension and benefits information
* Bank account details, payroll records, National Insurance number and tax status information
* Copy of Passport
* Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
* Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
* Performance information
* Outcomes of any disciplinary and/or grievance procedures
* Absence data
* Copy of driving licence
* Photographs and video footage
* Data about use of the school’s information and communications system

Annemount School may also collect, store and use information about an individual that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

* Race, ethnicity, religious beliefs, sexual orientation and political opinions
* Trade union membership
* Health, including any medical conditions, and sickness records

**Why Annemount School uses this data**

The purpose of processing this data is to help the running the school, including to:

* Enable staff to be paid
* Facilitate safe recruitment, as part of safeguarding obligations towards pupils
* Support effective performance management
* Inform recruitment and retention policies
* Allow better financial modelling and planning
* Enable ethnicity and disability monitoring
* Improve the management of workforce data across the sector
* Support the work of the School Teachers’ Review Body

**Lawful basis for using this data**

Annemount School will only process personal data where it has one of 6 ‘lawful bases’ (legal reasons) to do so under data protection law:

* The data needs to be processed so that the school can **fulfil a contract** with the individual, or the individual has asked the school to take specific steps before entering into a contract
* The data needs to be processed so that the school can **comply with a legal obligation**
* The data needs to be processed to ensure the **vital interests** of the individual e.g. to protect someone’s life
* The data needs to be processed so that the school, as a public authority, can perform a task **in the public interest**, and carry out its official functions
* The data needs to be processed for the **legitimate interests** of the school or a third party (provided the individual’s rights and freedoms are not overridden)
* The individual (or their parent/carer when appropriate in the case of a pupil) has freely given clear **consent**

Some of the reasons listed above for collecting and using personal information overlaps, and there may be several grounds which justify the school’s use of data.

**How Annemount School stores this data**

Annemount School creates and maintains an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to employment.

**Data sharing**

Annemount School does not share information about employees with any third party without consent unless the law and policies allow.

Where it is legally required or necessary (and it complies with data protection law), Annemount School may share personal information about employees with:

* *The Local Authority – to meet legal obligations to share certain information, such as safeguarding concerns*
* *The Department for Education*
* *The employee’s family or representatives*
* *Educators and examining bodies*
* *Independent Schools Inspectorate*
* *Suppliers and service providers – to enable them to provide the service Annemount School have contracted them for, such as payroll*
* *Financial organisations*
* *Central and local government*
* *The school’s auditors*
* *Survey and research organisations*
* *Trade unions and associations*
* *Health authorities*
* *Security organisations*
* *Health and social welfare organisations*
* *Professional advisers and consultants*
* *Charities and voluntary organisations*
* *Police forces, courts, tribunals*
* *Professional bodies*
* *Employment and recruitment agencies*

**Transferring data internationally**

Where Annemount School transfers personal data to a country or territory outside the European Economic Area, Annemount School will do so in accordance with data protection law.

**Your rights**

**How to access personal information Annemount School holds about you**

Individuals have a right to make a **‘subject access request’** to gain access to personal information that the school holds about them.

If a subject access is requested, and if Annemount School does hold information, Annemount School will:

* Give a description of it
* Explain why Annemount School is holding and processing it, and how long Annemount School will keep it for
* Explain where Annemount School got it from, if not from you
* Tell you who it has been, or will be, shared with
* Inform whether any automated decision-making is being applied to the data, and any consequences of this
* Give 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. To make a request, please contact the Headteacher.

**Your other rights regarding your data**

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

* Object to the use of your personal data if it would cause, or is causing, damage or distress
* Prevent your data being used to send direct marketing
* Object to 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, deleted or destroyed, or restrict processing
* Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the Headteacher.

**Complaints**

Annemount School takes any complaints about collection and use of personal information very seriously. This should be read in conjunction with the Complaints Policy which can be found on the school website.

If you think that the collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with the school 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

**Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the Headteacher Geraldine Maidment.

Headteacher@annemount.co.uk

02084552132

*This notice is based on the* [*Department for Education’s model privacy notice*](https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices) *for the school workforce, amended to reflect the way Annemount School uses data in this school.*