



RUTLISH SCHOOL

PRIVACY NOTICE – Staff

HOW WE USE YOUR INFORMATION

Introduction

This notice is to help you understand how and why Rutlish collects and uses your personal information and what we do with that information. It also explains the decisions that you can make about your information. If you have any questions about this notice, please talk to the School Business Manager (see 'Contact us' below).

We, Rutlish School, Watery Lane, SW20 9AD, 020 8542 1212 are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer/Lead is the School Business Manager (see 'Contact us' below).

What is "personal information"?

Personal information is information that the school holds about you and which identifies you. This includes information such as your date of birth and address as well as things like ethnicity and National Insurance details. CCTV, photos and video recordings of you are also personal information.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you 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
- 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

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any health conditions you have that we need to be aware of
- Sickness records
- Photographs and CCTV images captured in school
- Trade union membership

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences. We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

Why we use this data

We use the data listed above to:

- Enable you to be paid

- Facilitate safe recruitment, as part of our safeguarding obligations towards students
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Our legal grounds for using your information

This section contains information about the legal basis that we are relying on when handling your information.

Public interests

This means that the processing of your data is necessary for public interests. The school relies on public interests for most of the ways in which it uses your data:

- Specifically, the School has a public interest in:
 - Providing young people with an education.
 - Safeguarding and promoting the welfare of young people.
 - Promoting the objectives and interests of the school.
 - Facilitating the efficient operation of the school.
 - Ensuring that all relevant legal obligations of the school are complied with.

In addition, your personal information may be processed for the public interests of others. For example, we may use information when investigating a complaint.

Legal obligation

Where the school needs to use your information in order to comply with a legal obligation, for example to report a concern about a young person's wellbeing to Young People's Services, we may also have to disclose your information to third parties such as the courts, the Local Authority or the police where legally obliged to do so.

Consent

The school may request your consent and must be freely given and actively opt in. for the use of photographs, biometrics.

Vital interests

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

Contract basis

To process personal data to fulfil a contract with you or to help you enter into a contract with us

Legitimate interest

Personal data may be processed on the basis that the School has a legitimate interest in processing that data, provided that such legitimate interest is not overridden by your rights or freedoms.

The school must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you are physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for the establishment, exercise or defence of legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation.
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights.
- We need to process it for reasons of substantial public interest as defined in legislation.

Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals
- Previous employer or education setting

How we store this data

We keep personal information about you while you are attending our school. We may also keep it beyond your attendance at our school if this is necessary. Our record retention schedule sets out how long we keep information about students.

To request a copy of your record retention schedule, please contact us (see 'Contact us' below).

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

Who do we share your information with?

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

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

- Our local authority London Borough of Merton – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies to meet our legal obligations to collect data
- Our regulator, Ofsted
- Suppliers and service providers: catering services trips and residential companies and other schools
- Financial organisations to be able to pay online
- Survey and research organisations
- Health authorities e.g. if you had an accident at work
- Security organisations e.g. biometric system use by the catering company
- Health and social welfare organisations external HR services
- Professional advisers and consultants external HR services
- Police forces, courts, tribunals the school may be required to share information to these services, DBS

Transferring data internationally

We may share personal information about you with the following international third parties outside of the European Economic Area, where different data protection law applies:

- To reference to other countries, the school will transfer data on the basis of an adequacy decision by the European Commission.
- Where we transfer your personal data to a country or territory outside the European Economic Area, we will follow data protection law.
- In cases where we have safeguarding arrangements in place, you can get a copy of these arrangements by contacting us.

Your rights

How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (unless there's a really good reason why we shouldn't):

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with

- Let you know whether any automated decision-making is being applied to the data (decisions made by a computer or machine, rather than by a person), and any consequences of this
- Give you a copy of the information in an understandable form

You may also have the right for your personal information to be shared with another organisation in certain circumstances. If you would like to make a request, please contact us (see 'Contact us' below).

Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal information is used and kept safe. For example, you have the right to:

- Say that you do not want your personal information to be used
- Stop it being used to send you marketing materials
- Say that you do not want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In some cases, have it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation if the data protection rules are broken and this harms you in some way

To exercise any of these rights, please contact us (see 'Contact us' below).

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/make-a-complaint/>
- 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 our Data Protection Officer:

Our Data Protection Officer is: schoolsDPO@merton.gov.uk

However, our Data Protection Lead has day-to-day responsibility for data protection issues in our school.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact them: School Business Manager email administration@rutlish.merton.sch.uk