



Shenstone Lodge School

PRIVACY NOTICE FOR STAFF GENERAL DATA PROTECTION REGULATION

1. Shenstone Lodge School Commitment to Data Privacy

Shenstone Lodge School is committed to protecting the privacy and rights of anyone who chooses to share their personal data with us. The General Data Protection Regulation becomes law in all European countries from 25th May 2018. From this date, EU residents (data subjects) have greater control over the processing of their personal data and organisations within the EU have obligations to protect personal data accordingly.

Under data protection law, individuals have a right to be informed about how we use any personal data we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about staff.

2. Who processes your information?

The School is the data controller of the personal information you provide to us. This means that we determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed. A data protection representative for the School, Neil Toplass, can be contacted on 01543 480 369 or headteacher@shenstonelodge.co.uk in the first instance for any queries in relation to the processing of your personal data.

Neil Toplass is the Data Protection Officer for the Shenstone Lodge School and his role is to oversee and monitor the School's data processing practices. The DPO can be contacted on 01543 480 369 or headteacher@shenstonelodge.co.uk

The information you provide will be used in accordance with the Shenstone Lodge School GDPR Data Protection Policy and Compliant Records Management Policy, which can be found by accessing the Trust's website - <http://www.shenstonelodge.co.uk>

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the School places data protection requirements on third party processors to ensure that data is processed in line with staff members' privacy rights.

3. For which purposes are your personal data processed?

The School has the legal right and a legitimate interest as a public organisation to collect and process personal data relating to those who work at the School, or those otherwise contracted to work at the School. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law.

In accordance with the above, personal data of Volunteers/LAC members/Trustees is used for the following reasons:

- Contractual requirements
- Safeguarding requirements
- Health and safety requirements
- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing School Information
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them
- Operational functioning of the school under its requirement as a public body.

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data

4. Which data is collected?

The personal data the school will collect from its workforce includes the following:

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests

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

- Race, ethnicity, religious beliefs, sexual orientation
- Trade union membership
- Health, including any medical conditions, physical and mental health information, and sickness records

When you complete the data collection form for us, you will be providing the school with data which is specified under the General Data Protection Regulation as Special Category Data, which is data that could be considered particularly sensitive. This means that, under the GDPR, we must have a lawful basis for processing this data and have obligations to keep this data secure. We collect special category data in order to fulfil our legitimate interests as a public organisation, where we have a legal obligation to process this data or where we have consent. Where we require your consent for collecting data, this will be specified on the form for the request of data.

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 go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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.

5. Will your personal data be sought from third parties?

Data obtained by the data subject:

Personal data will be sought from the data subject themselves. No third parties will be contacted to obtain personal data without the data subject's consent, unless the School has a legal basis for doing so.

Data obtained directly from third parties:

Personal data may be obtained and processed from third parties where the law requires the school to do so, e.g. medical records from a GP. The categories of data obtained and processed from third parties include:

- References from current employers and previous employers

6. How is your information shared?

The School will not share your personal information with any third parties without your consent, unless the law allows us to do so.

The School will share your data with the following third parties for the following services. You can provide your consent for the sharing of this data with third parties in the form provided below.

Organisation	Purpose for Sharing Personal Data
Government departments or agencies	To meet our legal obligations to share information about governors/trustees.
Our local authority	To meet our legal obligations to share certain information with it, such as details of governors.
Suppliers and service providers, professional advisers and consultants	To enable them to provide the service we have contracted them for, such as governor/trustee support.
Employment and recruitment agencies	To support the School in the recruitment of volunteers/LAC and trust board members.
Police forces, courts	To fulfil legal obligations from enforcement and monitoring agencies.

Transferring data internationally

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

7. How long is your data retained for?

Personal data is retained in line with the Shenstone Lodge School Compliant Records Management Policy.

Personal information will be retained depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please download our Compliant Records Management Policy from the Trust website <http://www.shenstonelodge.co.uk> or request a copy from the School's Data Protection Representative.

8. What are your rights?

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Make a '**subject access request**' to gain access to personal information that the School holds about you. If you would like to make a request, please contact our Data Protection Representative
- You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances
- 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

To exercise your rights please contact the Data Protection Representative for your School.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

9. Queries and Complaints

We take any complaints about our collection and use of personal information very seriously.

If you have any queries in relation to our processing, or think that our collection or use of personal information is unfair or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance by contacting our Data Protection Officer:

Email – headteacher@shenstonelodge.co.uk

Telephone – 01543 480 369

If you have any further questions, concerns or would like more information about anything mentioned in this privacy notice, please contact The Academy Trust **data protection officer**:

➤ Trina Lawlor – trina.lawlor@manorhallacademy

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

10. How can you find out more information?

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, <http://www.shenstonelodge.co.uk>, the Gov.UK [website](#), or download our GDPR Data Protection and Compliant Records Management Policy.

