



## Privacy Notice (GDPR) – Staff

### Ermysted's Grammar School

The Governing Body of Ermysted's Grammar School (the 'School') ratified this policy on 18 March 2021.

This privacy notice has been written to inform prospective, current, and former employees of Ermysted's Grammar School about how and why we process their personal data. This Notice may be subject to change.

#### Who are we?

Ermysted's Grammar School is a **Data Controller** as defined by Article 4 (7) of the General Data Protection Regulation (GDPR). This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The **Data Protection Officer (DPO)** is Mr Alan Wooley. The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. The DPO's contact details are:

Mr Alan Wooley  
Data Protection Officer  
Ermysted's Grammar School  
Skipton  
BD23 1PL  
[dpo@ermysteds.n-yourks.sch.uk](mailto:dpo@ermysteds.n-yourks.sch.uk)  
01756 792186

#### What information do we collect?

The personal data we collect about you includes:

- Personal identifiers (your name, address, date of birth, employee or teacher number, national insurance number, etc.)
- Previous job experience and qualifications (including copies of certificates and employment references)
- Information about your employment attendance (including reasons) and performance (including disciplinary information)
- Information about your ethnicity, religious beliefs, and gender (for the purposes of equality monitoring)
- Information about your right to work
- Relevant medical information which affects your employment
- Emergency contact information of those individuals you identify
- Financial information, including bank account information, tax, national insurance and pension contributions to facilitate salary payments
- Contract information, including post, roles, start date, hours worked etc.

We also collect personal information in the form of images recorded through the use of CCTV. The use of this information is covered by a separate CCTV Policy.

Methods of collecting this information about you:

- Documents supplied by you in the course of your job application
- Checks carried out with professional bodies
- Information provided by previous employers

### Why do we collect your personal data?

We process your information for the reasons outlined below. This is in order to fulfil our obligations associated with your employment in line with Article 6(1)(b) (contractual obligation), Article 6 (1)(c) (legal obligation) and Article 9 (2)(b) (employment and social security and social protection law) of GDPR:

- Contractual requirements
- Employment checks (e.g. right to work in the UK)
- Salary requirements
- Monitor activity on the School site
- Inform the development of recruitment and retention policies, and to allow us to monitor whether these policies are effective in promoting diversity in the workforce (if applicable)
- We also may retain some information for historical and archiving purposes in the public interest

### Who has access to your personal data?

Your information will only be made available to those who need it to do their job in relation to your employment. This includes the Headteacher, your line manager(s), the School Business Leader and relevant administrative staff.

Your name, job title, internal telephone number (if applicable) will be accessible to staff through the directory in the Staff Handbook and your work email address will be available to staff via our IT network.

### Who do we share your personal data with?

We will share your information with the following organisations:

- The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our school employees with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments
- HM Revenue & Customs
- Department of Work and Pension, if applicable
- Pension Fund/Teachers' Pensions fund
- Any salary sacrifice arrangement you sign up to (e.g. a charity, Everybody Benefits)
- Your trade union, if applicable
- Examining bodies, if applicable
- Payroll administrator (NYCC)
- Disclosure and barring service to conduct criminal record checks, if applicable
- Prospective future employers, landlords, letting agents, or mortgage brokers where you have asked them to contact us to seek a reference

We have duties under the Freedom of Information Act 2000 to disclose information we hold unless there is a very good reason to withhold it. Therefore, we may disclose your name and work email address publicly in response to a request if we are required to do so.

The school also has a specific duty (section 537A of the Education Act 1996) to share your information with the Department of Education for the purpose of the annual school census.

### How long do we keep your personal data for?

Ermysted's Grammar School will keep your data in line with our Information Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

### Do you transfer my data outside of the UK?

Generally, the information that the school holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access.

### What rights do you have over your data?

Under GDPR employees have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request access to your personal data that we hold and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

You may exercise any of these rights by contacting the School Office on (01756) 792186.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF  
[casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk)  
03031 231113

### NHS Test and Trace

All UK schools have an obligation to respond appropriately to the Government's advice regarding coronavirus. In order to aid the Government in fighting COVID-19 (coronavirus) and to help keep everyone safe as children return to school, the school will take part in the NHS "Test and Trace" service.

If there is a suspected or confirmed case of COVID-19 then we may be required to share staff, students, parents and visitor's personal data with NHS Test and Trace, who act as a Data Controller in their own right. We may also share this information with the Local Authority, who will use it for the purposes of COVID-19 prevention and detection only. This information may include:

- Your full name
- Your date of birth
- Your contact details
- Relevant medical information

We will keep a record of any information shared. If the NHS Test and Trace service contacts you, the service will use text messages, email or phone.

All information which we share through this service is shared in accordance with Article 6 and 9 of the GDPR:

Article 6(1)(e) 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'. Article 9(2)(i) 'processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare'

For more information about the service please see the Government guidance and Public Health England's privacy notice:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

<https://contact-tracing.phe.gov.uk/help/privacy-notice>

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.