



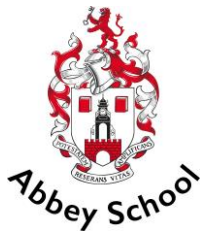
PRIVACY NOTICE – SCHOOL WORKFORCE

Abbey School

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Adopted by	Senior Leadership Team	Date	Autumn 2023
Approved by Advisory Body on			
Next review due by	Autumn 2026		

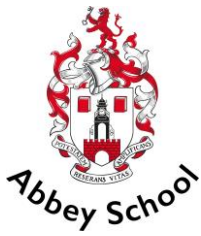
Other relevant policies:

Data Protection policy



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1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about individuals we employ, or who otherwise engage to work at our school.

We, Abbey School, 10-12 Abbey Square, Chester, CH1 2HU, 01244 960000, are the "data controller" for the purposes of UK data protection law.

2. 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
- Information about 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

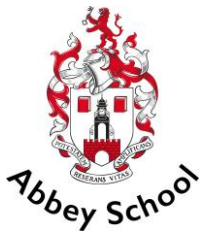
3. Why we use this data

We use the data listed above to:

- a. Enable you to be paid
- b. Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- c. Support effective performance management
- d. Inform our recruitment and retention policies
- e. Allow better financial modelling and planning
- f. Enable equalities monitoring
- g. Improve the management of workforce data across the sector

3.1. 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).

3.2. 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.

4. Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed in [Section 3](#) above are as follows:

- To comply with a legal obligation, including:
 - Checking your right to work in the UK
 - Equalities Act
 - Health and Safety legislation
 - Safer recruitment
 - Keeping Children Safe in Education
- To enable us to enter into a contract with you. We will need to use your information in order to comply with our contractual obligations and for you to perform your obligations
- On a "legitimate interests" basis where we have a compelling reason, including:
 - For security purposes, including operating CCTV in various locations of the school's premises
 - To review and consider your personal data so we can select the most appropriate candidates for the job
 - To safeguard pupils' welfare
 - To provide you with information about employment opportunities within the organisation, where you have asked for this.

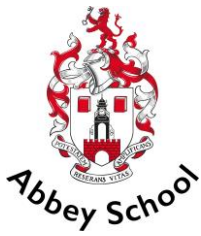
4.1. Our basis for using special category data

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 UK 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'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 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 and social care purposes, 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 UK 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

5. 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 or tribunals

6. How we store this data

We keep personal information about you while you work at our school. We may also keep it beyond your employment at our school if this is necessary. Our record retention policy sets out how long we keep information about staff.

Abbey School record retention policy can be requested by contacting the school.

We have put in place appropriate security measures 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.

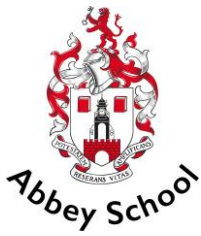
7. Data sharing

For the most part, personal data collected by the School will remain within the School, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a “need to know” basis). However, some functions are outsourced including website applications management, cloud storage/records management, emailing and payroll. In accordance with UK Data Protection Law, this type of external data processing is always subject to contractual assurances that personal data will be kept securely and used only in accordance with the school’s specific directions.

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 UK data protection law), we may need to share personal information about you with:

- Our local authority, Cheshire West and Chester local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments and agencies
- Our regulator, Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, e.g. Aspens our catering provider, recruitment support
- Arbor – our management information system provider
- Weduc – our communications platform provider
- EVOLVE – our accident and incident record system
- Wonde – our platform integration service
- SBS – Arbor support
- SAM – staff absence management and HR portal provider



- Canada Life – our life assurance provider
- Wilson Henry – our accountants and auditor and payroll provider
- Mediacash – our employee assistance platform provider
- Aviva – pension provider
- People’s Pension – pension provider
- My EPay – payslip platform provider
- Office 365 – our email and file storage
- Solarwinds – our network management software and off-site file back up
- SentinelOne – anti-virus and end point protection
- Gamma – our telephone provider
- Freshdesk – call-ticketing system
- iBoss Cloud – online content filtering
- UKCRBs, a registered DBS Umbrella body, for the purpose of performing DBS checks on behalf of Abbey School
- Financial organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Our auditors
- Government authorities and/or appropriate regulatory bodies, e.g. HMRC, DfE, police or relevant authority, the Teaching Regulations Agency
- Employment and recruitment agencies
- Police forces, courts, tribunals

7.1. Transferring data internationally

Where we transfer your personal data to a country or territory outside the European Economic Area (EEA), we will do so in accordance with UK data protection law. In cases where we have set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

8. Your rights

8.1. How to access personal information that we hold about you

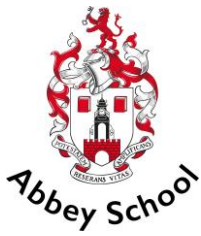
You have a right to make a “subject access request” to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing 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, and any consequences of this
- Give you 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.

If you would like to make a request, please contact us (see [Section 11](#) below)



8.2. Your other rights regarding your data

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

- Object to your use of personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you have previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see [Section 1.1](#) below)

9. 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 www.ico.org.uk/make-a-complaint/

Call the helpline on 0303 123 1113 or 01625 545 745

Write to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our school's DPO:

Martin Waters schoolDPO@cheshirewestandchester.gov.uk 07990 786929

Cheshire West and Chester Council, 3rd Floor, 4 Civic Way, Ellesmere Port, CH65 0BE

Day to day queries can be directed to one of our data protection leads:

Louise Rushforth, School Business Manager l.rushforth@abbeyschool.com

Alex Jones, IT Manager a.jones@abbeyschool.com