



computer networks and systems, CCTV and access control systems, communications systems, remote access systems, email and instant messaging systems, intranet and internet facilities, telephones, voicemail and mobile phone records.

Why do we use this information?

We will process the personal data of our staff for the following reasons:

1. Where we are required by law, including:

To comply with the law regarding data sharing (see further below)

To comply with specific employment law requirements, including our obligations as an employer under employment protection and health and safety legislation, and under statutory codes of practice such as those issued by ACAS



The Department for Education and/or the ESFA, in compliance with legal obligations of the school to provide information about our staff as part of statutory data collections

Contractors, such as payroll providers, to enable them to provide an effective service to the school and government agencies such as HMRC and DWP regarding tax payments and benefits

Our professional advisors including legal and HR consultants

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Rights of our staff in relation to their personal data

All of our staff have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact the Data Protection Lead at the school. Their contact details are published on the school website.

Please also refer to our Data Protection Policy for further details on making requests for access to staff information.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data

- Have inaccurate or incomplete personal data about them rectified

- Restrict processing of their personal data

- Object to the making of decisions about them taken by automated means

- Have your data transferred to another organisation

- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact the Data Protection Lead at the school. Their contact details are published on the school website.

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

If you are concerned about how we are using your personal data then you can speak with the Data Protection Lead at the school.