

# Privacy Notice- Staff

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## General Information

This privacy notice tells you what to expect us to do with your personal information, that is information about you; your name and contact details, and information that is created during your employment at Ardingly College.

It tells you:

- How we obtain your personal information;
- the purposes we are processing it for;
- how we process your information;
- whether you have to provide it to us;
- how long we store it for;
- whether there are other recipients of your personal information;
- whether we intend to transfer it to another country; and
- whether we make decisions by automated means or conduct profiling.

## Ardingly's Contact Details

Ardingly College is responsible for the personal information we process.

There are many ways you can contact us, including in person, by phone or email.

Telephone number: +44 (0) 1444 893000

## Our Data Protection Contact Details

Our point of contact for data protection related queries is the College Privacy Officer. You can contact them at [dataprotection@ardingly.com](mailto:dataprotection@ardingly.com) or via our postal address.

## How do we get personal information?

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- you are employed, or have been employed, by the College;
- you have submitted a job application to us.

We also receive personal information indirectly, in the following scenarios:

- from government bodies, such as the Disclosures and Barring Service and the Inland Revenue;
- from past employers, in the form of references.

## Information we store

- Personal details (such as name, National Insurance number, address, demographic and other contact details);
- Results of vetting, DBS checks, adverse internet checks, Prohibition from Teaching check, Prohibition from Management check, if appropriate, Overseas Criminal Records check, checks on driving licence details and traffic offences;
- Characteristics (such as ethnicity, language, nationality and country of birth);
- Details relating to remuneration and benefits and contract terms;
- Performance information (such as Continuing Professional Development attendance, examination results, annual appraisals and disciplinary information), personal development information including training records;
- Medical information (such as registered doctor name and address and any medical issues which the College has been informed about);
- Educational History, qualifications and employment history;
- Health & Safety information (such as records of minor injuries and information that is required to comply with the Health & Safety Executive (HSE) RIDDOR requirements);
- Financial information such as bank account details;
- Static and moving images (such as identity photographs, photographs of staff at events and CCTV recordings).

## Why we collect and use personal information

We collect and use personal information, for the following purposes:

- to meet employer obligations;
- for administration purposes;
- to support the fulfilment of College contracts of employment;
- to monitor and report on staff or contractor performance;
- to provide appropriate professional development;
- to assess and improve the quality of our services;
- to enable us to promote the school;
- to keep staff and contractors safe (food allergies, or emergency contact details); and
- to meet the statutory duties placed upon us for DfE and ISC data collections.

**Under the Data Protection Act (2018) and the included reference to the GDPR, the lawful bases we rely on for processing staff personal information are:**

1. Clause (b), Article 6 of the General Data Protection Regulation:

“processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract”

**This lawful basis is our grounds for processing personal information to support the fulfilment of College contracts and for administration purposes.**

2. Clause (c), Article 6 of the General Data Protection Regulation:

“processing is necessary for compliance with a legal obligation to which the controller is subject”

**This lawful basis is our grounds for processing personal information to meet the statutory duties placed upon us for DfE and ISC data collections. It is also our lawful grounds for processing personal information to meet the obligation on the College as an employer.**

3. Clause (d), Article 6 of the General Data Protection Regulation:

“processing is necessary in order to protect the vital interests of the data subject or of another natural person”

**This lawful basis is our grounds for processing personal information to keep staff and contractors safe.**

4. Clause (d), Article 6 of the General Data Protection Regulation:

“processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child”

**This lawful basis is our grounds for processing personal information to assess and improve the quality of our services; and to enable us to promote the school.**

**In addition, concerning any special category data, which is defined by Article 9 of the General Data Protection Regulation as:**

“racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”

**The following lawful basis is our grounds for processing special category data.**

1. Clause (2) (b), Article 9 of the General Data Protection Regulation:

“processing necessary for carrying out obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law;”

This lawful basis is our grounds for processing special category data for health and safety purposes to keep our staff and students safe.

From time to time we may want to process special category data for other College purposes as described above and we would ask for explicit consent to that processing following Clause 2(a), Article 9 of the GDPR. Where the College relies on your consent to process your personal information you have the right to withdraw consent at any time by notice to the College Privacy Officer.

## How we process your personal information

### **Automated Decision Making:**

- The College does not use any automated processes in making decisions about data subjects.

### **Document Retention:**

- The College's approach to data retention is detailed in our Data Storage and Retention Policy. Copies of our policies and procedures are accessible on the All Staff Team in Microsoft Teams, in the Policies channel.

### **Data Disposal:**

- The College's approach to data disposal is detailed in our Data Storage and Retention Policy.

### **Computer Security and User Access Control:**

- The College provides details about our security measures in the Data Protection Policy and other policies referenced in that document.

### **Guidelines, Training and Expectations of our Staff who work with your Personal Data:**

- The College provides details about our security measures in the Data Protection Policy and other policies referenced in that document.

### **Data Breaches:**

- The College's approach to a data breach is detailed in the Data Breach Policy.

### **Data Transfer and Encryption:**

- The College's approach to a data transfer is detailed in the Data Sharing Policy.

## Your Data Protection Rights

Under data protection law, we are required to make you aware of your rights. The rights available to you depend on our reason for processing your information.

### Your right of access

You have the right to ask us for copies of your personal information. This right always applies. There are some exemptions, which means you may not always receive all the information we process. [You can read more about this right here.](#)

### Your right to rectification

You have the right to ask us to correct information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. This right always applies. [You can read more about this right here.](#)

### Your right to erasure

You have the right to ask us to erase your personal information in certain circumstances. [You can read more about this right here.](#)

### Your right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances. [You can read more about this right here.](#)

### Your right to object to processing

You have the right to object to processing if it causes you or another person damage or distress or if we are using the data for direct marketing purposes. [You can read more about this right here.](#)

### Your right to data portability

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated. [You can read more about this right here.](#)

You are not required to pay any charge for exercising your rights.

Please contact us at [dataprotection@ardingly.com](mailto:dataprotection@ardingly.com) if you wish to exercise a data protection right or contact our helpline on +44 (0) 1444 893000.

## Sharing your information

We use data processors who are third parties who provide elements of services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They may share your personal information with another third party organisation but only as specifically agreed with us. They will hold it securely and retain it for the period we instruct.

In some circumstances we are legally obliged to share information. For example, under a court order or where we cooperate with regulatory bodies in order to further their, or our, objectives. In any scenario, we'll satisfy ourselves that we have a lawful basis on which to share the information and document our decision making and satisfy ourselves we have a legal basis on which to share the information. We will not share your information with any third parties for the purposes of direct marketing.

### **We routinely share staff personal information with:**

- Our local authority;
- The Home Office;
- The Department for Education (DfE);
- The Woodard Corporation (our parent charity);

### **We may also share staff personal information (subject to the written consent of the individual concerned, after leaving employment with the College) with:**

- Prospective employers.

## International transfers

Some of our service providers are located outside the UK and we rely on mechanisms approved by both the UK and the EU to ensure the security of the data and data protection rights. Some countries have been approved as offering an adequate level of data protection and, where this is not the case, we ensure that the approved Standard Contractual Clauses are in place.

## Complaints

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>