

PRIVACY NOTICE - STAFF

Notice applies to Staff	
Date notice reviewed:	16.05.2023
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Author:	Mr Michael Stewart

Version	Date	Paragraph	Material change	Approval
03.23 v1	16.05.2023	All	Notice updated and sections re-drafted.	Mr Michael Stewart

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

1. Who this Privacy Notice applies to

This Privacy Notice applies to all Staff at Clifton High School. References to ‘Staff’ (or ‘you’) in this policy refer to current, past or prospective governors, employees, workers, contractors and volunteers, who may be employed or engaged by the School to work for it in any capacity. References to "employment" and “Staff” in this Privacy Notice are not intended to imply or confer any employment rights on you if you are a worker, a contractor, a consultant, a volunteer or a job applicant.

References to the School (or ‘we’) in this policy are references to Clifton High School and where applicable it may also include the Clifton High School Foundation.

2. Child Protection and Safeguarding

Child protection and safeguarding requirements always supersede data protection legislation. If information needs to be shared in the interests of child protection and safeguarding, this Privacy Notice can never be used as a reason not to do so.

3. About this Privacy Notice

During the course of your employment, engagement or other basis of work undertaken for the School, we will collect, use, hold and share (‘process’) personal data relating to you as a member of Staff. This makes the School a data controller of your personal information, and this Privacy Notice is intended to help you understand how and why we collect personal information about



you, and what we do with that information. It also explains what your rights are in relation to your personal data.

This Privacy Notice applies alongside any other information the School may provide to you about a particular use of personal data, and applies in addition to the School's other relevant terms and conditions and policies, including:

- any contract between the School and our Staff;
- any other policies or notices applicable to Staff concerning the handling of personal data;
- the CCTV policy;
- the Data Protection and Data Retention and Disposal policies;
- the Child Protection and Safeguarding policies and other pastoral and health and safety policies; and
- the IT policies, including the Staff Acceptable Use of ICT Agreement.

4. Responsibility for data protection

The School has appointed the Finance Director as the Data Protection Lead, whose role is to monitor that all personal data is processed in compliance with this Privacy Notice and the principles of the applicable data protection legislation. Any questions about the operation of this Privacy Notice or any concerns that the Privacy Notice has not been followed should be referred in the first instance to the Data Protection Lead.

5. How we collect your information

The School may collect Staff personal data in a number of ways, for example from:

- the information you provide to us as part of making a job application;
- third parties, for example the Disclosure and Barring Service (**DBS**) and referees;
- information you provide to use when you accept an offer of employment, such as your bank account details; and
- information you provide during the course of your employment, including contact details, medical information, performance reviews, and emails sent on the school IT network.

6. The types of personal data we collect and process

6.1 Personal data

Personal data is information that the School holds about you that identifies you as an individual. The personal data that the School may collect and process includes:

- contact information including your name, addresses, telephone numbers and e-mail addresses;
- contact details for family members and next of kin;



- biographical information such as title, gender, date of birth, and photographs and video taken for work purposes or as part of school activities;
- images captured by the School's CCTV system;
- records of communications and interactions with you (including emails);
- social information such as interests and social circumstances;
- bank details and other financial information;
- personnel files including employment and safeguarding information;
- nationality and other immigration status information including copies of your passport;
- references given or received by the School about previous employment, educational establishments and/or other professional qualifications;
- car details if the member of Staff uses certain car parking facilities or has occasional business use insured by the School; and
- any other information relevant to your employment or other engagement with the School.

6.2 Special category personal data

The School will on occasion process special category personal data. The types of special category personal data that the School collects and processes include:

- your racial and ethnic origin;
- trade union membership;
- political opinions;
- religious or philosophical beliefs;
- health data (for example, where required to monitor and record sickness absences and dietary needs);
- information concerning your sexual life or orientation (for example, in the course of investigating complaints made by you or others); and
- information about certain criminal convictions.

Examples of the reasons why we collect special category personal data are set out in section 8 below.

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able and/or required to do so.

7. The legal bases for processing your personal data

The School needs to process a wide range of Staff personal data as part of our daily operation. We will only process your personal data when the law allows us to, in one or more of the following circumstances, which may overlap.



7.1 Where it is necessary for our legitimate interests

The School will process your personal data where it is necessary for the School's (or sometimes a third party's) legitimate interests. When the School processes personal data because it is necessary for our legitimate interests, the School must balance our legitimate interests with your privacy, interests, rights and freedoms.

The School expects that the following uses will fall within the "legitimate interests" category. For:

- promoting the School to parents, prospective parents and others (internally and externally), including by publishing the work products you create while employed or engaged by the School, or by publishing your image in communications;
- maintaining relationships with you as part of the school community and promoting the objects of the School. This includes fundraising, using photographs of you taken at School events and direct marketing;
- carrying out management planning and forecasting, research and statistical analysis;
- monitoring the School's performance;
- monitoring your use of the School's IT systems;
- monitoring security at the School, including the use of CCTV;
- carrying out or co-operating with any School or external complaints, disciplinary or investigation process; and
- where otherwise reasonably necessary for the School's purposes, including to obtain appropriate professional advice and insurance for the School.

7.2 When you provide us with consent

We may ask for your consent to process your personal data as an alternative to relying on one of the bases listed below. For example, we may ask for your consent before taking or using photographs and videos if the photograph or video is more intrusive than would usually be expected and we cannot rely on legitimate interests for that use. If we ask for your consent to use your personal data you can withdraw this consent at any time.

7.3 When we need to perform a contract we have entered into with you

The School will process your personal data in order to fulfil our legal rights, duties and/or obligations, including those under our contracts with you. The School expects that the following uses will fall within this category. For:

- administering job applications;
- carrying out due diligence and reference checks on you as part of your prospective or existing employment or engagement with the School;
- performance of your contract with the School;
- paying you and administering benefits (including pensions) for you;



- monitoring your attendance and your performance;
- disciplinary purposes;
- administrative purposes, for example changes to your pension arrangements;
- internal record-keeping;
- complaints and incident reporting; and
- for any other reason or purpose set out in your employment or other contract or engagement with the School.

7.4 Where we need to comply with a legal obligation

7.4.1 General legal obligations

The School will process your personal data to comply with our legal obligations, in particular those in connection with employment law, child welfare, charity law, tax law and accounting. In this respect, depending on your role and status, the School is likely to use your personal data for the following:

- to meet our legal obligations: for example, relating to child welfare, diversity, equality, and gender pay gap monitoring, employment, immigration/visa sponsorship compliance and health and safety;
- for tax and accounting purposes, including transferring personal data to HMRC; and
- for the prevention and detection of crime, and in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

7.4.2 Child Protection and Safeguarding obligations

The School may be required to process personal data in order to comply with child protection and safeguarding legislation, Keeping Children Safe in Education statutory guidance, and the School's Child Protection and Safeguarding policy and our Child Protection and Safeguarding - Low Level Concerns policy.

The School is under statutory duties to record and report safeguarding incidents and concerns that arise and are reported to it, in some cases regardless of whether they are proven - if they meet a certain threshold of seriousness in their nature or regularity. The personal data that we collect and process in relation to this may include file notes on personnel or safeguarding files, low-level concerns records kept about Staff, and in some cases referrals to relevant authorities such as the LADO or police. For further information about this, please see the School's Child Protection and Safeguarding policy and the School's Child Protection and Safeguarding - Low Level Concerns policy. Copies of those policies are in the School Policies section in SharePoint.

7.5 Vital interests

The School will process your personal data if it is necessary to protect your life. For example, information relating to medical conditions you may have.



7.6 Performance of a task carried out in the public interest

The following are examples of when we use your information to perform tasks in the public interest:

- safeguarding and promoting your welfare;
- facilitating the efficient operation of the School; and
- ensuring that we comply with all of our legal obligations.

8. Special category personal data

8.1 Additional conditions required for processing

We will process special category personal data in a lawful, fair and transparent way and will process it under one of the grounds set out in section 7 of this Privacy Notice. In addition, we will only process special category personal data where one of the following conditions applies:

- you have given us your explicit consent to do so, but only in circumstances where seeking consent is appropriate; or
- it is necessary:
 - to protect your or another person's vital interests;
 - for the purposes of carrying out legal obligations and exercising legal rights (both yours and ours) in connection with your employment or engagement by us;
 - in connection with some function in the substantial public interest;
 - to comply with public health requirements; or
 - for the establishment, exercise or defence of legal claims, such as where any person has brought a claim or serious complaint against us or you.

9.2 Reasons for processing special category personal data

The reasons for collecting special category personal data include:

- to safeguard pupil and Staff welfare;
- to provide or facilitate the provision of pastoral and medical care, and to take appropriate action in the event of an incident, accident or emergency;
- in connection with employment or engagement of our Staff, for example DBS checks;
- as part of any school or external complaints, disciplinary or investigation processes;
- for legal and regulatory purposes, for example child protection, diversity monitoring, health and safety and immigration/visa sponsorship compliance;
- to allow the School to make insurance claims.

9. Who has access to personal data and who the School shares it with

Personal data collected by the School will usually remain within the School, and will be processed by appropriate members of Staff in accordance with access protocols (i.e. on a 'need to know' basis). However, some functions are outsourced, including payroll, and certain IT,



cloud storage, records management and monitoring activities. In accordance with data protection law this type of third-party data processing is subject to contractual assurances by the third party that personal data will be kept securely and processed and used in accordance with the law.

In addition, from time to time, the School will need to share personal information relating to our staff with third parties, such as:

- contractors and professional advisers (for example lawyers, insurers, accountants);
- caterers or organisers of educational visits;
- Stage 3 complaints panels, which include independent panel members;
- Government authorities, government bodies and law enforcement agencies, including the Police, HMRC, Department for Education, NCTL, the ICO, Charity Commission, Teaching Regulation Agency, and the Independent Schools Inspectorate and the local authority;
- third parties when the School is legally required to do so by a Court Order;
- the Independent Schools Teacher Induction Panel, for the purpose of supporting Early Career Teachers through their induction process;
- the NEU, for the purpose of maintaining records of who is in the bargaining group;
- other employers in the form of a reference, where we consider it appropriate or if we are required to do so in compliance with our legal obligations. References given or received in confidence may not be accessible to you under your UK GDPR rights; and
- other schools and their advisers in the event of a possible or actual merger or other restructuring of the School.

10. The Clifton High School Foundation (the “Foundation”)

The School may share some of your personal data (including your contact details) with the Foundation, so that the Foundation can keep you updated about School activities or events of interest, and its marketing and fundraising activities.

The Foundation may contact you by post and/or email for marketing purposes or in order to promote and raise funds for the Foundation and, where appropriate, other worthy causes. However, you have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising. Should you wish to limit or object to any such use, or would like further information, please contact the Director of Development by email. If you withdraw consent or object to direct marketing or fundraising, the Foundation will retain some of your details to ensure that no more communications are sent to that particular address, email address or telephone number.

11. How long your information is kept

School Office 0117 973 0201
schooloffice@cliftonhigh.co.uk

College Road, Bristol, BS8 3JD
cliftonhigh.co.uk

Admissions 0117 933 9087
admissions@cliftonhigh.co.uk



The School will retain personal data securely, and will retain it for as long as it is needed for the purposes set out in this Privacy Notice or for as long as the law requires us to. The specific periods of time are set out in the School's Data Retention policy.

12. Rights

12.1 Your rights

You have the following rights:

- **To be informed about the collection and use of your personal data.**
- **To obtain access to, and copies of, the personal data that we hold about you ("subject access request").**

The School will be able to respond more quickly to smaller, targeted requests for personal data made during term time. If the request is manifestly excessive or similar to previous requests, the School may ask you to reconsider, or require a reasonable fee for the administrative costs of complying with the request, or in certain cases refuse the request (if permitted under data protection law).

- **To require us to correct personal data we hold if it is incorrect.**

An individual has the right to request that any out-of-date, irrelevant or inaccurate information about them is erased or corrected. Staff members should notify the School if they believe that data is inaccurate or not up to date. The School will not (subject to data protection law) necessarily delete or amend views, opinions, notes or records purely on the request of an individual who disputes the account, although we may keep a record of all parties' viewpoints.

- **To require us (in certain circumstances) to erase your personal data.**

A request for a "right to be forgotten" may be refused if processing is necessary for one of a number of specific reasons, for example, to comply with a legal obligation or in relation to legal claims. All such requests will be considered on their own merits.

- **To restrict our data processing activities.**
- **To obtain and reuse the personal data that we hold for you.**
- **To object to any of our particular processing activities** where you feel this has a disproportionate impact on your rights.

12.2 Limits to your rights

The above rights are not absolute, and the availability of the rights will depend on the lawful grounds on which we are processing your personal data (as set out in section 7).

In addition, the rights listed above are limited to your own personal data, and certain data is exempt, for example data that identifies other individuals, or information which is subject to legal privilege.

12.3 Responding to the exercise of your rights

School Office 0117 973 0201
schooloffice@cliftonhigh.co.uk

College Road, Bristol, BS8 3JD
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Admissions 0117 933 9087
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The School will endeavour to respond to any requests as soon as is reasonably practicable and in any event within statutory time-limits, which is generally one month, but fulfilling more complex or multiple requests, for example those involving third party information, may take 1-2 months longer. You can find out more about your rights under applicable data protection legislation from the Information Commissioner's Office website available at www.ico.org.uk.

13. Security

The School will take appropriate technical and organisational steps to ensure the security of personal data, including policies around the use of technology and devices, and access to school systems. All Staff will be made aware of this Privacy Notice and their duties under data protection law and receive relevant training.

14. Queries and complaints

Any comments or queries about this Privacy Notice should be directed to the Finance Director using the following contact details: finance@cliftonhigh.co.uk / 0117 973 0201 / Extension 227.

If Staff believe that the School has not complied with this Privacy Notice, or acted otherwise than in accordance with data protection law, you should utilise the School's grievance procedure and should also notify the Finance Director. The School's Whistleblowing policy is also available. You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to attempt to resolve the matter with the School before involving the regulator.