



Dame Alice Owen's School

Privacy Notice Employee Data (Simple Version)

What is this Privacy Notice for?

Dame Alice Owen's School is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you and who we share it with, before, during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR).

It applies to all employees, workers and contractors.

Why do we collect and use staff information?

We need data from you primarily to allow us to perform our contract with you, but also because we have a legal obligation to submit staff data to the Department for Education (DfE) and the Local Authority as well as other regulatory bodies.

We also use your data to support our function of running a school and for safeguarding purposes.

Where we collect data not covered by these reasons we will ask for your consent. This consent can be withdrawn at any time.

To find out more about the data collection requirements placed on us by the DfE (for example; via the School Workforce census) go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

What staff information do we collect, hold and share?

This is a wide range of information from name, date of birth, ethnicity etc. to NI number, bank account details, employment records etc.

For a more complete list please see the full version of our **Privacy Notice for Employees** on the school website.

How long do we keep the information?

We hold data securely for specific periods, as recommended by both national and local guidelines. Certain types of data may be held for longer, e.g. safeguarding. For more information on the recommended timescales please ask the school's Data Protection Officer (DPO), for a copy of the Data Retention regulations.



Who do we share your information with?

We may share information with the DfE, the Local Authority, and other bodies and organisations. We do not share information with anyone without consent unless the law or our policies allow us to do so. When we share personal data, we will provide the minimum amount necessary to fulfil the purpose for which it is required. For more details, please see **Privacy Notice for Employees** on the school website.

How can you request access to the information we hold?

Staff have the right to request access to information about them that we hold via a Subject Access Request (SAR). To make a request for your personal data, contact the school's Data Protection Officer via email DPO@damealiceowens.herts.sch.uk. The legal timescales for the school to respond to a Subject Access Request is one calendar month. As the school has limited staff resources outside of term time, we encourage you to submit Subject Access Requests during term time and to avoid sending a request during periods when the school is closed or is about to close for the holidays, if possible. This will assist us in responding to your request as promptly and fully as possible. For further information about how we handle Subject Access Requests, please see the school's General Data Protection Regulations Policy which can be found on the school's website

For more information about Data Protection Regulations and your rights see:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

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

If you would like to discuss anything in this privacy notice, please contact:

The school's Data Protection Officer, Jackie Campbell
The school's Deputy Data Protection Officer, Lona Hennigan

A more detailed version of this privacy notice can be found here on the school website.