The Abbey

How we use your information - Privacy Notice for Staff

The Abbey School, Reading

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Ratified by:	Whole School Leadership Committee and Governor Audit	February 2025
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Introduction

This Privacy Notice (**Notice**) is to help you understand **how** and **why** we collect personal information about you and **what** we do with that information. It also explains the decisions that you can make about your own information.

This Notice is aimed at all School staff (including employees, Governors, work experience/placement students, volunteers and certain contractors and agency staff and applicants for employment vacancies. This Notice does not form part of your contract of employment and the School may amend this notice at any time.

What is "personal information"?

Personal information is information which is about you and from which you can be identified.

This includes your contact details, next of kin and financial information. We will also hold information such as your religion or ethnic group. CCTV, photos and video recordings of you are also personal information.

What personal information does the school hold about you and how is this obtained?

Examples are listed of the personal information the School holds about you and where this personal information comes from.

- Information about you is gathered during the recruitment process.
- information about your education, qualifications and professional achievements.
- when you provide certain information to us, for example, on your application form and during any interviews.
- when we obtain information from publicly available sources such as your social media profiles for example on LinkedIn, Instagram and Facebook; and
- when we receive your personal information (from you and third parties) in carrying out pre-employment checks, for example, when we receive employment references; confirmation of your fitness to work; your right to work in the UK and criminal records checks.

We will hold information about your job performance. This includes information about skills, achievements, career progression, performance and disciplinary related matters.

We hold and use your financial information, such as, your bank details, your salary and pension details.

Where appropriate, the School will have information about your gender, ethnicity, religious beliefs and practices to enable the school to fulfil our obligation to complete statistical returns for the Office for National Statistics.

We will hold information about any physical or mental health condition you may have which is disclosed to the School during the recruitment process or at any stage during your employment.

We will hold information about any protected characteristics you may have disclosed.

Your personal information will be created internally by the School during the course of your employment. An email from the Head to a member of staff complimenting them on class management would be an example of this.

Your personal information may be acquired from outside of the School community such as from occupational health practitioners or from public authorities such as the Police or the Local Authority Designated Officer.

Your personal information will be held on the School's Single Central Register.

Our legal bases for using your information

This section contains information about the legal bases that we are relying on when handling your information.

The two tables below contain a general description of the different legal bases, and we have used a letter code system to identify each of the purposes described at paragraphs 18 to 36 below.

If you do not have a contract of employment, for example, if you are a governor or a volunteer, we will not rely on the contractual basis (CT) to use your information.

Legitimate interests - LI

This means that the School is using your information when this is necessary for the School's legitimate interests except when your interests and fundamental rights override our legitimate interests.

Specifically, the School has a legitimate interest in:

- looking after your welfare and development and the welfare and development of others;
- safeguarding and promoting the welfare of students;
- providing an education to students;
- using photographs of you for promotional purposes (e.g. on the School's website);
- ensuring the security of the school site which may involve issuing you with a photocard;
- promoting the objects and interests of the School. This includes fundraising and using information about you in our publicity material e.g. photographs.
- making sure that you are complying with your employment obligations and that the School is complying with its employment obligations;
- using your information in connection with legal disputes. For example, if a parent or former student brings a claim against the School;
- facilitating the efficient operation of the School; and
- ensuring that all relevant legal obligations of the School are complied with (for example in relation to inspections).

In addition, your personal information may be processed for the legitimate interests of others. For example with external activity providers if they need to contact you directly or for their own emergency or insurance purposes.

Necessary for contract - CT

We will need to use your information in order to comply with our contractual obligations and for you to perform your obligations as well. For example:

- we need your name and bank details so that we can pay you your salary;
- we may need to provide your personal information to a pension provider so that you can benefit from your pension entitlement; and
- we also need to use your personal information to provide contractual benefits, such as a school fee discount.

Legal obligation - LO

As a School we have to comply with various laws and this entitles us to use your information where necessary. For example:

- to make sure that you have the right to work in the UK;
- to fulfil our duty of care to you and your colleagues;
- to fulfil our safeguarding duties towards students; and
- sometimes we will be legally obliged to disclose your information to third parties such as the DBS, local authorities or the police. More detail of when we will do so is set out at paragraph 23 below.

Vital interests - VI

We may use your information where this is necessary to protect your vital interests or someone else's. For example, to prevent someone from being seriously harmed or killed.

Performance of a task carried out in the public interest (or carrying out public tasks) - PI

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

- looking after your welfare and development and the welfare and development of others. This includes equal opportunities monitoring;
- safeguarding and promoting the welfare of our students;
- providing students with an education;
- ensuring the security of the school site which may involve issuing you with a photocard;
- making sure that you are complying with your employment obligations;
- facilitating the efficient operation of the School; and
- ensuring that we comply with all of our legal obligations.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation. The bases that we are relying on to process special categories of personal information are set out below:

Employment, social security and social protection - ESP

The processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the School and staff in the field of employment, social security or social protection. Social security and protection are concerned with preventing, managing, and overcoming situations that adversely affect people's wellbeing. For example, sometimes this

would allow us to disclose your information to third parties such as the DBS or occupational health services. More detail of when we will do so is set out in the DBS section below.

Vital interests - VI

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

Legal claims - LC

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

Medical purposes - MP

This includes medical treatment and the management of healthcare services.

Substantial public interest - SPI

The School is also allowed to use special categories of personal information where doing so is necessary in the substantial public interest. This is similar to "Public interest" in the table above.

Why does the School use your personal information?

The different letter codes below refer to the legal bases we are relying on, please see the section above for an explanation.

We commonly use personal information for:

- Providing education and support to our students - LI, PI, SPI.
- Ensuring that we provide a safe and secure work environment - LI, PI, ESP, SPI.
- Providing employment services (such as payroll) - LI, CT.
- Providing training and support - LI, PI, SPI.
- Protecting and promoting the School's interests and objectives (including fundraising) - LI.
- Personnel, administrative and management purposes and to enable us to meet our legal obligations as an employer. For example, to pay staff and to monitor their performance - LI, CT, LO, PI, ESP, SPI.
- Safeguarding and promoting the welfare of all staff and students - LI, PI, ESP, SPI.
- Fulfilling our contractual and other legal obligations - CT, LO, ESP.

Some specific examples of when the School uses your personal information are set out below:

- We use your personal information to consider your suitability to work in your role at the School - LI, LO, PI, SPI.
- We will check that you have the right to work in the UK by reviewing your identification documents and keeping copies on your personnel file - LI, LO.

- We will use your personal information in addressing any performance or disciplinary concerns which arise - LI.

- We will use information relating to any medical condition you may have in order to verify fitness to work, monitor sickness absence and comply with our duty of care towards you - LI, MP.

- We will use your information when dealing with complaints and grievances with which you are involved (e.g. from other staff, students and parents) - LI.

- We often use photographs and video recordings of staff, for marketing and promotion purposes. This will include in School publications, in School social media sites, for example, Facebook, X (formerly Twitter) , Instagram, LinkedIn, AbbeyConnect and on the School website- LI.

- We will also allow external publication of certain media where appropriate (for example, a photograph or article in a local newspaper) - LI.

- We may also make recordings for teaching purposes, for example, recording a drama lesson to provide feedback to you or students. We may also record lessons for students who were not able to attend in person - LI, PI, SPI.

- We use CCTV recordings for the purposes of crime prevention and investigation and also in connection with our obligation to safeguard the welfare of students, staff and visitors to the School site. - LI, PI, SPI.

- We will use information about you (e.g. your gender and ethnicity) so that we can fulfil our obligation to complete Government statistical returns such as for the Office for National Statistics and to complete the Independent Schools Council census return. However, it is not possible to identify you from the information which we provide to these organisations - LI, PI, SPI.

- The School regularly monitors and accesses its IT system for purposes connected with the operation of the School. The School IT system includes any hardware, software, email account, computer, device or telephone provided by the School or used for School business. The School may monitor staff use of the School telephone system and voicemail messages. Staff should be aware that the School may monitor the contents of a communication (such as the contents of an email) - LI, PI, SPI.

- The purposes of such monitoring and accessing include:

    - to help the School with its day to day operations. For example, if a member of staff is on holiday or is off sick, their email account may be monitored in case any urgent emails are received - LI; and
    - to check staff compliance with the School's policies and procedures and to help the School fulfil its legal obligations. For example, to investigate allegations that a member of staff has been using their email account to send abusive or inappropriate messages - LI.

- Monitoring will be carried out on a random basis and it may be carried out in response to a specific incident or concern - LI.

- The School also uses software which automatically monitors the School IT system (for example, it would raise an alert if a member of Staff visited a blocked website or sent an email containing an inappropriate word or phrase). - LI

- The monitoring is carried out by the Head of IT Operations using Palo Alto Network firewalls and FastVue software. If anything of concern is revealed as a result of such monitoring then this information may be shared with The Head and this may result in

disciplinary action. In exceptional circumstances concerns will need to be referred to external agencies such as the Police - LI.

- We may use your information when ensuring network and information security, for example, our anti-virus software might scan files containing information about you - LI.
- We will send you information about how to support the School, for example fundraising and volunteering opportunities - LI.
- We will keep details of your address when you leave our employment so we can send you School publications and keep in touch - LI.
- If we provide you with accommodation under your contract of employment we will use your personal information as part of this provision - LI, CT, PI, ESP, SPI.
- We can keep information about you for a very long time or even indefinitely if this is for archiving which is in the public interest. For example, class photographs - LI.

If you fail to provide certain information when requested, we may not be able to perform our obligations under the contract of employment or agreement we have entered into with you (such as paying you or providing a benefit). Alternatively, we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

How does the School share staff personal information with third parties?

We will need to share your information with:

- the Disclosure and Barring Service (**DBS**), and the Department for Education (**DfE**) when complying with our legal duty to carry out pre-appointment suitability checks - LI, LO, PI, ESP, SPI; and
- the DBS and the Department for Education (Prohibition Checks) if circumstances arise in which we are required to make a referral to either or both of these bodies - LI, LO, PI, ESP, SPI.

To fulfil our obligations to you as an employer we will need to share your information with medical professionals, such as occupational health services, where we are making a referral - LI, CT, MP.

Occasionally we may use consultants, experts and other advisors (including legal advisors and accountants) to assist us in fulfilling our obligations and to help run the School properly. We will share your information with them if this is relevant to the work they carry out - LI, PI, ESP, LC, SPI.

In accordance with our legal obligations, we will share information with the Independent Schools Inspectorate, for example, during the course of an inspection, and may need to share your information with the Department for Education - LI, LO, PI, ESP, SPI.

As an employer we must check if you can work in the UK before we employ you. Additionally, if you are sponsored by us under Tier 2 or Tier 5 in certain circumstances we will have to provide information about you to UK Visas and Immigration to comply with our duties as a Tier 2/5 sponsor - LI, LO, SPI.

We may share some of your information with our insurance company, for example, where there is a serious incident at the School - LI, LC.

We may share your information with benefits providers, for example, to ensure that you are able to take advantage of the benefit - LI, CT, PI, ESP, SPI.

We may need to share information about you with the Health and Safety Executive (a government organisation) if there is a health and safety issue at the School - LI, LO, PI, ESP, SPI.

The School is a charity which means that in exceptional circumstances we may need to share your information with the Charity Commission e.g. in the event of a serious incident - LI, LO, PI, ESP, SPI.

If the School is dealing with a complaint or grievance (e.g. from a colleague or a parent), we will need to share your information with other parties if it is relevant, for example, the appropriate staff at the School, the colleague or parents making the complaint and relevant governors - LI, PI, SPI.

If appropriate, we will share your information with individuals connected to the School who are exercising their data protection rights, for example, when responding to a subject access request - LI, LO.

We will share personal information about staff with the relevant statutory agencies if it is appropriate to share this information to investigate allegations of misconduct - LI, LO, PI, ESP, SPI.

We may need to share your information with the Local Authority Designated Officer in accordance with our safeguarding obligations - LI, LO, PI, ESP, SPI.

On occasion, we may need to share your information with the Police for the prevention and investigation of crime and the prosecution of offenders. We will only do this in specific circumstances to assist the police with their investigations. In exceptional circumstances CCTV recordings may be disclosed to third parties such as the police - LI, LO, PI, ESP, SPI.

If appropriate, we will share your information with parents and students where this is related to your professional duties, such as information about the subjects you teach - LI, PI, ESP, SPI.

We may need to share your information if there is an emergency, for example, if you are hurt in an accident - LI, PI, ESP, SPI.

We sometimes use contractors to handle personal information on our behalf. The following are examples:

- our payroll provider;
- IT consultants who might access information about you when checking the security of our IT network; and
- we use third party "cloud computing" services to store some information rather than all of the information being stored on hard drives located on the School site.

Transfers of your personal information overseas

We may send your information to countries which do not have the same level of protection for personal information as there is in the UK. For example, we store your information on cloud computer storage based overseas.

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here: https://www.gov.uk/government/publications/uk-

approach-to-international-data-transfers/international-data-transfers-building-trust-delivering-growth-and-firing-up-innovation

If the country that we are sending your information to is not on the list or is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland), then it might not have the same level of protection for personal information as there is in the UK.

We will provide you with details about the safeguards which we have in place outside of this privacy notice. For example, if we are using data protection clauses in our contract with the organisation to whom we are sending your information. If you have any questions about the safeguards that are in place please contact The Head of Finance and Resources.

For how long does the School keep staff personal information?

We keep your information for as long as we need to in relation to your employment. We will keep some information after you have left the School in case this is needed, for example, in relation to our legal obligations.

In exceptional circumstances we may keep your information for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

Please see our Information and Records Retention List for more detailed information. This can be found on our website here: https://theabbey.co.uk/about-the-abbey/policies

Processing in line with your rights

Data protection legislation gives you a number of rights regarding your information. Your rights are as follows:

Rectification: if information the School holds about you is incorrect you can ask us to correct it.

Access: you can also ask what information we hold about you and be provided with a copy of it. This is commonly known as making a subject access request. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to.

Deletion: you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information.

Portability: you can request the transfer of your information to you or to a third party in a format that can be read by computer. This applies where (a) the information has been provided by you; (b) the basis that we are relying on to process your information is consent or contract (please see "Our legal bases for using your information" above); and (c) the information is being processed by us on a computer.

Object: you may object to us using your information where:

- we are using it for direct marketing purposes (e.g. to send you the School magazine);
- we are relying on either the legitimate interests or performance of a task carried out in the public interest legal basis to use it - please see the section "Our legal bases for using your information" above;
- we are using it for historical or scientific research purposes or archiving purposes. For example, we may keep photographs of staff for historical reasons.

Restriction: our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.

The Head of Finance and Resources can give you more information about your data protection rights. To exercise any of your rights you can submit your request in writing to the Head of Finance and Resources at finance@theabbey.co.uk.

Criminal offence information

We may only use information relating to criminal convictions and offences where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations or to exercise our rights or where there is a substantial public interest in doing so.

Less commonly, we may use information relating to criminal convictions and offences where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Consent

We may ask for your consent to use your information in certain ways as an alternative to relying on any of the bases in this Notice. For example, we may ask for your consent before taking or using some photographs and videos if the photograph or video is more intrusive and we cannot rely on legitimate interests. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. You can speak to the Data Protection Officer (DPO) if you would like to withdraw any consent given.

More than one basis

As you will see from this Notice, in some cases we will rely on more than one basis above for a particular use of your information. In addition, we may move from one of the legal bases listed above to another as circumstances change. For example, as a safeguarding matter becomes more serious, we may start to rely on legal obligation to share personal information with the local authority in addition to the other legal bases which are noted for safeguarding purposes.

Further information

This privacy notice does not, and is not intended to, give you any rights which you did not already have. For example, it does not give you any additional employment or contractual rights.

If you fail to provide certain information when requested, we may not be able to perform our obligations under the contract we have entered into with you. We may also be prevented from complying with our legal obligations.

Please speak to The Data Protection Officer if:

- you object to us using your information for marketing purposes e.g. to send you information about school events. We will stop using your information for marketing purposes if you tell us not to; or
- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

ICO: If you consider that we have not acted properly when using your personal information, you can contact the Information Commissioner's Office: ico.org.uk.

The Data Protection Officer (DPO) is the person responsible at our school for managing how we look after personal information and can answer any questions which you may have about how we use your personal information. The Head of Finance and Resources is responsible for strategic oversight of the Data Protection policies and actions.

Contacts

- The School Data Protection Lead can be contacted on dpl@theabbey.co.uk
- The Head of Finance and Resources can be contacted on finance@theabbey.co.uk