

07/10/19  
Version 1.0

# **All Saint's CE (Aided) School**

## ***Appendix 4 - GDPR School Privacy Notices***

*Information and Technology Policies 2019*

**Jordan Smithson**

IT Manager

All Saints Primary School.

**Document Name:** *Appendix 4 - GDPR School Privacy Notice*  
**Created:** *Tuesday 2nd July 2019*  
**Updated:** *Friday 13th September 2019*

<b>Approved by:</b>	Governors	<b>Date:</b> 17/09/2019
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<b>Last reviewed on:</b>	17/09/2019
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<b>Next review due</b>	September 2021
<b>by:</b>	

## GDPR School Privacy Notice - 2019

Policy Contents
Privacy notice for governors/trustees and other volunteers
Privacy notice for staff
Privacy notice for pupils
Privacy notice for parents/carers
Privacy notice for job applicants

# Privacy notice for governors/trustees and other volunteers

Under data protection law, individuals have a right to be informed about how All Saints' Church of England Primary School, uses any personal data we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the school in a voluntary capacity, including Governors and Trustees.

We, All Saints' Church of England Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Donna Flynn (see 'Contact us' below).

## The personal data we hold

We process data relating to those volunteering at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Full name and address
- Contact details
- References
- Evidence of qualifications
- Employment details

Information about business and pecuniary interests

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions

Disability and access requirements

## Why we use this data

The purpose of processing this data is to support the school to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing Governors' details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring

**Ensure that appropriate access arrangements can be provided for volunteers who require them**

## Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation

Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way

We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

## **Collecting this information**

While most of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## **How we store this data**

Personal data we collect as part of the job application process is stored in line with All Saints Church of England Primary Schools Data Protection and GDPR Policy.

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the school.

Once your relationship with us has ended, we will retain this file and delete the information in it in accordance with the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools. This can be found [here](#).

## **Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Government departments or agencies – to meet our legal obligations to share information about governors/trustees
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support
- Professional advisers and consultants
- Employment and recruitment agencies

Police forces, courts

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **Use of your personal information for marketing purposes**

Where you have given us consent to do so, the school may send you marketing information by e-mail or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these texts and/or e-mails at any time by clicking on the "Unsubscribe" link at the bottom of any such communication, or

by contacting our data protection officer.

## **Your rights**

### **How to access the personal information we hold about you**

Individuals have a right to make a 'subject access request' to gain access to personal information that we hold about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
  - Tell you why we are holding and processing it, and how long we will keep it for
  - Explain where we got it from, if not from you
  - Tell you who it has been, or will be, shared with
  - Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact Mrs Audrey Davies

Tel: 01733 563688

Email: [office@allsaints.peterborough.sch.uk](mailto:office@allsaints.peterborough.sch.uk)

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
  - Prevent your data being used to send direct marketing
  - Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
  - In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact Mrs Audrey Davies

Tel: 01733 563688

Email: [office@allsaints.peterborough.sch.uk](mailto:office@allsaints.peterborough.sch.uk)

## **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact [Mrs Audrey Davies](mailto:Mrs%20Audrey%20Davies) 01733 563688 or email [office@allsaints.peterborough.sch.uk](mailto:office@allsaints.peterborough.sch.uk)

You can also contact our Data Protection Officer:

Donna J Flynn

Email: [dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk)

Tel: 0300 300 0000 option 1

Address: Speke House, 17 Compass Point Business Park, Stocks Bridge Way, St Ives, Cambs PE27 5JL

Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

Mrs Audrey Davies 01733 563688 or email [office@allsaints.peterborough.sch.uk](mailto:office@allsaints.peterborough.sch.uk)

*This notice is based on the [Department for Education's model privacy notice](#) for governors and volunteers amended to reflect the way we use data in the school*

# Privacy notice for staff

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, All Saints' Church of England Primary School, are the 'data controller' for the purposes of data protection law.

[Our data protection officer is](#) Donna Flynn (see 'Contact us' below).

## The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

Full name, date of birth, marital status and gender

Address and contact details

Next of kin and emergency contact numbers

Salary, annual leave, pension and benefits information

Bank account details, payroll records, National Insurance number and tax status information

Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process

Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships

Performance information

Outcomes of any disciplinary and/or grievance procedures

Absence data

Copy of driving licence

Photographs

CCTV footage

Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

Race, ethnicity, religious beliefs, sexual orientation and political opinions

Trade union membership

Health, including any medical conditions, and sickness records

## Why we use this data

The purpose of processing this data is to help us run the school, including to:

Enable you to be paid



Facilitate safe recruitment, as part of our safeguarding obligations towards pupils

Support effective performance management

Inform our recruitment and retention policies

Allow better financial modelling and planning

Enable ethnicity and disability monitoring

Improve the management of workforce data across the sector

Support the work of the School Teachers' Review Body

### **Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

Fulfil a contract we have entered into with you

Comply with a legal obligation

Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

You have given us consent to use it in a certain way

We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

### **Collecting this information**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

### **How we store this data**

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools. This can be found [here](#).

### **Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information

about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about headteacher performance and staff dismissals
- The Department for Education – to meet our legal obligations
- Your family or representatives – to fulfil our contractual obligations
- Educators and examining bodies – to fulfil our public task
- Our regulator Ofsted – to meet our legal obligations and fulfil our public task
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Our auditors – to meet our legal obligations
- Security organisations – to fulfil our contractual obligations and to ensure the security of the pupils in school
- Health and social welfare organisations – to meet our legal obligations through our recruitment process
- Professional advisers and consultants – to fulfil our public task in providing training opportunities to staff to improve work performance
- Police forces, courts, tribunals – to meet legal obligations
- Employment and recruitment agencies – to fulfil our legal and contractual obligations

### Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **Your rights**

### **How to access personal information we hold about you**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact Audrey Davies

Tel: 01733 563688

Email: [office@allsaints.peterborough.sch.uk](mailto:office@allsaints.peterborough.sch.uk)

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

Object to the use of your personal data if it would cause, or is causing, damage or distress

Prevent your data being used to send direct marketing

Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)

In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact Audrey Davies

Tel: 01733 563688

Email: [office@allsaints.peterborough.sch.uk](mailto:office@allsaints.peterborough.sch.uk)

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact [Audrey Davies](#)

Tel: 01733 563688

Email: [office@allsaints.peterborough.sch.uk](mailto:office@allsaints.peterborough.sch.uk)

You can also contact our Data Protection Officer:

Donna J Flynn

Email: [dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk)

Tel: 0300 300 0000

Address: Speke House, 17 Compass Point Business Park, Stocks Bridge Way, St Ives, Cambs PE27 5JL

Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact: Audrey Davies

Tel: 01733 563688

Email: [office@allsaints.peterborough.sch.uk](mailto:office@allsaints.peterborough.sch.uk)

*This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.*

# Privacy notice for pupils

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, All Saints' Church of England Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Donna Flynn (see 'Contact us' below).

## The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students/pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Behaviour information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school
- Data about use of the school's information and communications system

We may also hold data about students/pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

## Why we use this data

We use this data to:

- Support student/pupil learning
- Monitor and report on student/pupil progress
- Provide appropriate pastoral care
- Protect student/pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

## **Our legal basis for using this data**

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

We need to comply with a legal obligation

We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

We have obtained consent to use it in a certain way

We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

## **Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## **How we store this data**

We keep personal information about students/pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. [We keep personal data according to the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools. This can be found here.](#)

## **Data sharing**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions

The Department for Education – to meet our legal obligations to share certain information with it.

The pupil's family and representatives – to provide regular reports on the pupil's progress and to ensure the pupil's safety whilst at school

Educators and examining bodies – to meet our legal obligations and allow the pupil to be entered for assessments

Ofsted – to meet our legal obligations

Suppliers and service providers – to enable them to provide the service we have contracted them for

Survey and research organisations – to help us fulfil our public task

Health authorities – to meet our legal obligation to keep our pupils safe

Health and social welfare organisations – to meet our legal obligation and to protect the pupils

Professional advisers and consultants – to help us fulfil our public task

Charities and voluntary organisations - to help us fulfil our public task and to protect the pupils

Police forces, courts, tribunals – to meet our legal obligations to share information with them

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years' census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department for Education and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

## Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it

- Tell you why we are holding and processing it, and how long we will keep it for

- Explain where we got it from, if not from you or your child

- Tell you who it has been, or will be, shared with

- Let you know whether any automated decision-making is being applied to the data, and any consequences of this

- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact Mrs Audrey Davies, 01733 563688 or [office@allsaints.peterborough.sch.uk](mailto:office@allsaints.peterborough.sch.uk)

## Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress

- Prevent it being used to send direct marketing

Object to decisions being taken by automated means (by a computer or machine, rather than by a person)

In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact Mrs Audrey Davies,

Tel: 01733 563688

Email: [office@allsaints.peterborough.sch.uk](mailto:office@allsaints.peterborough.sch.uk)

## Complaints

[We take any complaints about our collection and use of personal information very seriously.](#)

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please [contact: Mrs Audrey Davies](#)

Tel: 01733 563688

Email: [office@allsaints.peterborough.sch.uk](mailto:office@allsaints.peterborough.sch.uk)

You can also contact our Data Protection Officer:

Donna J Flynn

Email: [dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk)

Tel: 0300 300 0000

Address: Speke House, 17 Compass Point Business Park, Stocks Bridge Way, St Ives, Cambs PE27 5JL

Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact: Mrs Audrey Davies

Tel: 01733 563688

Email: [office@allsaints.peterborough.sch.uk](mailto:office@allsaints.peterborough.sch.uk)

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this school.*

# Privacy notice for parents/carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **parents**.

We, All Saints' Church of England Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is The ICT Service (see 'Contact us' below).

## The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about parents may include, but is not restricted to:

- Name, address and date of birth,

- Contact details, contact preferences, identification documents

- Characteristics such as ethnic background, first language

- Employment details such as place of work, occupation, job title, NI number

- Whether there is a court order in place restricting the parent's access to their child

We may also hold data about parents that we have received from other organisations, including other schools, local authorities and the Department for Education.

## Why we use this data

We use this data to:

- Provide appropriate pastoral care

- Protect student/pupil welfare

- Administer admissions waiting lists

- Comply with the law regarding data sharing

## Our legal basis for using this data

We only collect and use parents' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation

- We need it to perform an official task in the public interest

Less commonly, we may also process parents' personal data in situations where:

- We have obtained consent to use it in a certain way

- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use parents' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using parents' personal data overlap, and there may be several



grounds which justify our use of this data.

## Collecting this information

While the majority of information we collect about parents is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## How we store this data

We keep personal information about students/pupils and their parents while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. [We store this data in both digital and paper based formats. We keep personal data according to the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools. This can be found here.](#)

## Data sharing

We do not share information about parents with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about parents with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions

- The Department for Education – to meet our legal obligations to share certain information with it.

- Suppliers and service providers – to enable them to provide the service we have contracted them for

- Survey and research organisations – to help us fulfil our public task

- Health authorities – to meet our legal obligation to keep our pupils safe

- Health and social welfare organisations – to meet our legal obligation and to protect our pupils

- Charities and voluntary organisations - to help us fulfil our public task and to protect the pupils

- Police forces, courts, tribunals – to meet our legal obligations to share information with them

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Parents' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it

- Tell you why we are holding and processing it, and how long we will keep it for

- Explain where we got it from, if not from you or your child

- Tell you who it has been, or will be, shared with

Let you know whether any automated decision-making is being applied to the data, and any consequences of this

Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

### **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

Object to the use of personal data if it would cause, or is causing, damage or distress

Prevent it being used to send direct marketing

Object to decisions being taken by automated means (by a computer or machine, rather than by a person)

In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact Mrs Audrey Davies,

Tel: 01733 563688

Email: [office@allsaints.peterborough.sch.uk](mailto:office@allsaints.peterborough.sch.uk)

### **Complaints**

[We take any complaints about our collection and use of personal information very seriously.](#)

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please [contact Mrs Audrey Davies.](#)

Tel: 01733 563688

Email: [office@allsaints.peterborough.sch.uk](mailto:office@allsaints.peterborough.sch.uk)

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If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

Mrs Audrey Davies, 01733 563688 or [office@allsaints.peterborough.sch.uk](mailto:office@allsaints.peterborough.sch.uk)

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.*

# Privacy notice for job applicants

Under data protection law, individuals have a right to be informed about All Saints' Church of England Primary School uses any personal data held about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

We are the 'data controller' for the purposes of data protection law.

Our data protection officer is Donna Flynn (see 'Contact us' below).

Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used during their period of employment.

## The personal data we hold

We process data relating to those applying to work at, All Saints' Church of England Primary School. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Full name and address
- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications

Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions

Disability and access requirements

## Why we use this data

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring

**Ensuring that appropriate access arrangements can be provided for candidates that require them**

## Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation

Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way

We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds, which justify the Trust's use of your data.

## **Collecting this information**

While most of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## **How we store this data**

Personal data we collect as part of the job application process is stored in line with All Saints' Church of England Primary School. Data Protection and GDPR Policy.

We will retain, and dispose of, the personal data of all unsuccessful job applicants in accordance with the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools. This can be found [here](#).

## **Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants  
Employment and recruitment agencies

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **Your rights**

### **How to access the personal information we hold about you**

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it

- Tell you why we are holding and processing it, and how long we will keep it for
  - Explain where we got it from, if not from you
  - Tell you who it has been, or will be, shared with
  - Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact Mrs Audrey Davies

Tel: 01733 563688

Email: [office@allsaints.peterborough.sch.uk](mailto:office@allsaints.peterborough.sch.uk)

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
  - Prevent your data being used to send direct marketing
  - Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
  - In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact Mrs Audrey Davies,

Tel: 01733 563688

Email: [office@allsaints.peterborough.sch.uk](mailto:office@allsaints.peterborough.sch.uk)

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that, our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact Mrs Audrey Davies,

Tel: 01733 563688

Email: [office@allsaints.peterborough.sch.uk](mailto:office@allsaints.peterborough.sch.uk)

You can also contact our Data Protection Officer:

Donna J Flynn

Email: [dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk)

Tel: 0300 300 0000 option 1

Address: Speke House, 17 Compass Point Business Park, Stocks Bridge Way, St Ives, Cambs PE27 5JL

Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contact us**

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**Document is up to date as off  
Monday, 07 October 2019**

**All Saint's CE (Aided) School**

## ***GDPR School Privacy Notice***

***Information and Technology Policies 2019***