## Manchester High School for Girls

## Privacy Notice

## Employees of the School, or applying to join the School

This privacy notice will be provided to you at the time your data is being obtained if it is being obtained directly.

Data will be processed for the purposes of responding to requests for information about joining the School and the School will therefore have a "legitimate interest" for processing basic personal data and sensitive personal data. The data the School holds will be the minimum it requires to form and maintain the contract between you and the School.

### The personal data we hold

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

- Name
- Address
- Date of birth
- Contact details and those of next of kin
- Marital status and gender
- Salary, annual leave, pension, allowances, awards and benefits information
- Bank account details, payroll records, student / postgraduate loan information, National Insurance number and tax status information
- Data regarding partners in cases of Shared Parental Leave/Pay
- 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
- Any accidents connected with work
- Outcomes of any disciplinary and/or grievance procedures

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any health conditions you have that we need to be aware of
- Sickness records
- Photographs and CCTV images captured in school. This includes Driving Licences for those attending MIDAS minibus training

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

**Why we use this data**
We use the data listed above 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 equalities monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- Use of your personal data for marketing purposes
- Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

**Who we share your data with**
The School will share relevant data with the following companies who have contracts with the School and who have equalled the School's precautions and systems for dealing with data, these may include:

- Health care service provider
- Caterers
- IT Contractor
- IT software provider
- DBS Clearance provider

It is not necessary for data to be shared with other countries, except for international trips that the School organises. Should this be envisaged for you, you will be contacted for your consent which will be limited in time and content if it be required.

**Your rights**
You have the following rights when it comes to the processing of your data. You can:

- Ask for more information about the collection and processing of your personal data

- Access the personal data and supplementary information held about you
- Have your personal data rectified by the data controller if the personal data you have provided is inaccurate or incomplete
- Restrict a data controller from processing your data if you consider it is unlawful or the data is inaccurate
- Object to your personal data being processed for direct marketing, scientific or historical research
- Obtain the data and reuse it.
- You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.

**How long we retain your data**

Employee data i.e. personal information (name, dates of employment, role etc.) are kept on a Single Central Register of Appointments for 85 years after staff have left, but all other records (including salary records) will be kept for a minimum of 6 years after staff have left. Employee data will be kept on the School Archive indefinitely.

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.

Our Privacy and Compliancy Officer (PCO) is Mr John Moran and is contactable via administration@mhsg.manchester.sch.uk

You can complain at any time about how the School has handled your data, the Information Commissioner is available as follows:

ICO helpline is 0303 123 1113. A template letter, should you need it is at the appended to this notice.

We will obtain the data the School requires from you, should we need data from other sources we will contact you within a month.

There is no automated decision making or profiling involved in this data stream into and through the School.

**Template letter**

[Your full address]
[Phone number]
[The date]

[Name and address of the organisation]
[Reference number (if provided within the initial response)]

Dear [Sir or Madam / name of the person you have been in contact with]

**Information rights concern**
[Your full name and address and any other details such as account number to help identify you]

I am concerned that you have not handled my personal information properly.

[Give details of your concern, explaining clearly and simply what has happened and, where appropriate, the effect it has had on you.]

I understand that before reporting my concern to the Information Commissioner's Office (ICO) I should give you the chance to deal with it.

If, when I receive your response, I would still like to report my concern to the ICO, I will give them a copy of it to consider.

You can find guidance on your obligations under information rights legislation on the ICO's website (www.ico.org.uk) as well as information on their regulatory powers and the action they can take.

Please send a full response within 28 calendar days. If you cannot respond within that timescale, please tell me when you will be able to respond.

If there is anything you would like to discuss, please contact me on the following number [telephone number].

Yours faithfully
[Signature]