



Rugby School Group Privacy Notice for Staff (including prospective and former staff and volunteers)

WHAT THIS PRIVACY NOTICE IS FOR

During the course of its activities the Rugby School Group (in this Notice “the School”) will use or process personal data about staff. This Notice provides information on how and why the School uses personal data about you.

The Notice applies to all staff who are employed by the Governing Body of Rugby School (this includes the Group’s UK schools) and its subsidiaries. It also applies to volunteers, agency staff, people applying to work for the Group, and for former employees.

The School may amend this statement at any time and will advise staff of any changes.

This Privacy Notice also applies in addition to the School’s other relevant terms and conditions and policies, including:

- Any contract between the School and its staff;
- Data Protection Policy;
- Images Policy;
- CCTV Policy;
- Safeguarding and Child Protection Policy;
- Health and Safety Policy;
- IT and Communications System Acceptable Use Policy.

Anyone who works for the School, or acts on behalf of the School, including staff, volunteers, governors and agency staff, should be aware of and comply with this Privacy Notice which also provides further information about how personal data about those individuals will be used.

WHAT IS PERSONAL DATA?

Personal data is:

- Any information about a living Person who can be identified (e.g. their name, address, online identifier such as an IP address, academics, bank details and/or financial information, images of staff engaged in school activities, references or expressions of opinion about them). It makes no difference if the person can be identified directly from the record itself or indirectly using other information in the School’s possession or likely to come into the School’s possession.

- Personal information that has been, or will be, word processed or stored electronically (e.g. computer databases and CCTV recordings), personal information that is, or will be, kept in a file which relates to an individual or in a filing system that is organised by reference to criteria which relate to the individuals concerned (e.g. name, department, school activities).

Special category personal data is:

- Any information about a person's mental or physical health or condition, their political or religious beliefs, race, ethnicity, sexual life or orientation, trade union membership, criminal offences and any proceedings.

The School has additional obligations in connection with the use of special category personal data, namely at least one of the following conditions must be satisfied:

- Explicit consent of the data subject must be obtained
- Necessary for carrying out the obligations under employment, social security or social protection law or a collective agreement
- Data manifestly made public by the data subject
- Various public interest situations as outlined in the General Data Protection Regulation 2018

RESPONSIBILITY FOR DATA PROTECTION

The School is registered with the Information Commissioner's Office (ICO) as a Data Controller and is responsible for what personal data is collected, how it is used and for its protection. The registration number with the ICO is Z6175287.

The School has appointed School Pro TLC as its Data Protection Officer who will deal with all your requests and enquiries concerning the School's uses of your personal data, see section on Your Rights below, and endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law. They can be contacted at DPO@schoolpro.uk. Enquires about this Notice can also be sent to infosecurity@rugbyschool.net.

WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA

In order to carry out its ordinary duties to staff, the School needs to process a wide range of personal data about individuals, including current, past and prospective staff, as part of its daily operation.

The School will need to carry out some of this activity in order to fulfil its legal rights, duties or obligations, including those under contract with its staff.

Other uses of personal data will be made in accordance with the School's legitimate interests, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals, and provided it does not involve special or special category types of data.

The School expects that the following uses will fall within that category of its “legitimate interests”:

- For the purposes of management planning and forecasting, research and statistical analysis, including that imposed on us by law such as tax, diversity or gender pay gap analysis;
- To enable relevant authorities to monitor the school’s performance and to intervene or assist with incidents as appropriate;
- To give and receive information and references about past, current and prospective staff.
- To safeguard students’ welfare;
- For personnel, administrative and management purposes and to enable the School to meet its legal obligations as an employer;
- For staff training;
- To monitor as appropriate use of the School’s IT and communications systems in accordance with the School’s IT and Communications System Acceptable Use Policy;
- For security purposes, including CCTV in accordance with the School’s CCTV policy and sending texts to staff mobile phones to alert them to a lock down or other emergency situation;
- To carry out or cooperate 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.

In addition, the School will on occasion need to process special category personal data concerning health, ethnicity, religion, sexual life, trade union membership or criminal records information such as when carrying out DBS checks, in accordance with rights or duties imposed on it by law, including as regards safeguarding and employment, or from time to time, by explicit consent where required. These reasons will include:

- To safeguard staff welfare and provide appropriate medical care, where necessary and to take appropriate action in the event of an emergency, incident or accident, including disclosing details of an individual’s medical condition or other relevant information where it is in the individual’s interests to do so, for example for medical advice, for social protection, safeguarding and cooperation with police or social services.
- In connection with employment of its staff, for example DBS checks, welfare, union membership, pension or healthcare plans;
- As part of any School or external complaints, disciplinary or investigation process that involves such data, for example if there are learning development, health or safeguarding elements; or
- For legal and regulatory purposes, for example child protection, diversity monitoring and health and safety and to comply with its legal obligations and duties of care.

TYPES OF PERSONAL DATA PROCESSED BY THE SCHOOL

This will include by way of example:

- Personal contact details such as names, addresses, email addresses, telephone numbers, including mobile telephones and other contact details;
- Car details about those who use our car parking facilities;
- Bank details and other financial information;
- Past, present, prospective staff's academic, disciplinary, attendance records and professional qualifications;
- Personnel files, including in connection with academics, employment and safeguarding;
- Where appropriate, information about individuals' health and welfare, and contact details for their next of kin;
- References given or received by the School, and relevant information provided by previous educational establishments and/or professionals or other organisations;
- Correspondence with and concerning staff past and present; and
- Images captured by the school's CCTV system in accordance with the School's Images and CCTV policies.

HOW THE SCHOOL COLLECTS DATA

Generally, the School receives personal data from the individual directly. This may be via an application form or similar, or simply in the ordinary course of interaction or communication such as email or written communications.

However, in some cases personal data will be supplied by third parties, for example another school, or other professionals or authorities; or collected from publicly available resources.

WHO HAS ACCESS TO PERSONAL DATA AND WHO THE SCHOOL SHARES IT WITH

Occasionally, the School will need to share personal information relating to its community with third parties, such as:

- Professional advisers, for example lawyers, insurers, PR advisers and accountants;
- Government authorities, for example HMRC, DfE, police or the local authority; and
- Appropriate regulatory bodies, for example the Independent Schools Inspectorate, the Charity Commission or the Information Commissioner.

For the most part, personal data collected by the School will remain within the School, and will be processed by appropriate individuals only in accordance with access protocols i.e. on a "need to know" basis to allow them to carry out their specified role within the School. Particularly strict rules apply in the context of:

- Medical records, which are held and accessed only by those with the School's authority.

Staff are reminded that the School is under duties imposed by law and statutory guidance, including Keeping Children Safe in Education, to record or report incidents and concerns that arise or 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. This is likely to include file notes on personnel or safeguarding files, and in some cases referrals to relevant authorities such as the Local Authority Designated Officer (LADO) or police. For further information about this please view the School's Safeguarding and Child Protection policy.

Finally, in accordance with Data Protection Law, some of the School's processing activity is carried out on its behalf by third parties, such as IT or payroll systems. This is always subject to contractual assurances that personal data will be kept securely and only used in accordance with the School's specific directions.

HOW LONG WE KEEP PERSONAL DATA

The School will retain personal data securely and only in line with how long it is necessary to keep it for a legitimate and lawful reason. Typically, the legal recommendation for how long to keep ordinary staff files is up to 6 years following departure from the School. However, incident reports and safeguarding files will need to be kept much longer, in accordance with specific legal requirements.

For prospective staff who apply unsuccessfully to work at the Rugby School Group, personal data will be held for 6 months after the date of interview for the role applied for.

If you have specific queries about how our retention policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the HR Department or infosecurity@rugbyschool.net. However, please bear in mind that the School will often have lawful and necessary reasons to hold on to some personal data even following such a request.

A limited and reasonable amount of information will be kept for archiving purposes, for example; and even where you have requested we no longer keep in touch with you, we will need to keep a record of the fact in order to fulfil your wishes, this is called a "suppression record".

KEEPING IN TOUCH AND SUPPORTING THE SCHOOL

The School's alumni organisations, will use the contact details of past and present staff who have opted to receive information from them to keep them updated about the activities of the School, events of interest, including sending email updates and publications.

Should you wish to limit any contact from the alumni organisation or withdraw your consent where given, which you have the right to do at any time, please contact alumni@rugbyschool.net.

YOUR RIGHTS

Staff have the right to:

- Access to any personal data the School holds about them. The School will endeavour to respond to any such verbal or written requests as soon as is reasonably practicable and in any event within statutory time limits, which is typically one month in the case of requests for access to information.

The School will be better able to respond quickly to smaller, targeted requests for information. If the request for information is manifestly excessive or similar to previous requests, the School may ask you to reconsider.

Please be aware that the right of access is limited to your own personal data, and certain data is exempt from the right of access. This will include information which identifies other individuals or information which is subject to legal privilege, for example legal advice given to or sought by the School, or documents prepared in connection with legal action.

The School is not required to disclose any confidential reference given by the School itself for the purposes of employment of any individual.

- Have inaccurate data held about you amended;
- Have incomplete data completed;
- Restrict how the Data Controller (the School) uses your personal data
- Request your personal data from the Data Controller in a commonly used computer readable format so your data can be transferred to another Data Controller;
- Object to the processing of your personal data in certain circumstances;
- Request your personal data is deleted (please bear in mind the school will often have lawful and necessary reasons to hold on to some personal data even following such a request)
- Object to any decision that significantly affects you, from being taken solely by a computer or other automated process.

CONSENT

Where the School is relying on consent as a means to process personal data, any person may withdraw this consent at any time. Examples where we do rely on consent are: Certain types of uses of images and certain types of fundraising activity. Please be aware, however, that the School may not be relying on consent but have another lawful reason to process the personal data in question even without your consent.

That reason will usually have been asserted under this Privacy notice, or may otherwise exist under some form of contract or agreement with the individual, for example, an employment contract.

DATA ACCURACY AND SECURITY

The School will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must update their Personal Details in ESS if there are any significant changes to important information, such as contact details, held about them.

The School will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices and access to School systems. All staff and governors will be made aware of this policy and their duties under Data Protection Law and receive relevant training.

Staff are required to respect the personal data and privacy of others, and to comply with the School's Data Protection, Images, CCTV and IT and Communications System Acceptable Use Policy.

THIS POLICY

The School will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

QUERIES AND COMPLAINTS

Any comments or queries on this policy should be directed to the DPO at dpo@schoolpro.uk, or the School at infosecurity@rugbyschool.net.

If an individual believes that the School has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise the School's Grievance Procedure detailed on ESS under Policy Acceptance. You can also make a referral or lodge a complaint with the Information Commissioner's Officer (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Tel: 0303 123 1113 or at: <https://ico.org.uk/concerns/>, although the ICO recommends that steps are taken to resolve the matter with the School before involving the regulator.