



## Privacy Notice: Staff (Employee and Volunteer)

The following is a description of the way we, Education Swanage Limited operating as The Swanage School, hold and process staff and volunteer information.

### Staff Information

We may gather some information from previous employers and other agencies (see the data sharing list below). We will only gather information from you if it is required by us to carry out our official functions or to fulfil a contractual obligation. The information we collect, hold and share includes:

- Personal details (such as name, contact details and date of birth)
- Family, lifestyle and social circumstances
- Vetting checks
- Disciplinary and attendance records
- Financial information
- Education and employment details
- Visual images and biometric data

We may, where processing is necessary for the purpose of carrying out employment and our official functions including safeguarding also collect, hold and share sensitive data including

- Physical or mental health details
- Racial or ethnic origin
- Religious or other beliefs of a similar nature
- Political opinions as may be required by the duty to prevent extremism
- Sexual/gender orientation
- Trade union membership
- Offences and alleged offences (including criminal proceedings and outcomes)

### Why we collect and use this information

We use this data:

- To provide education, welfare and related support services including
  - the support of student learning
  - the provision appropriate pastoral care
  - assessing the quality of our services
  - complying with the law regarding data sharing
- To support and manage our employees and volunteers
- To maintain our own accounts and records
- To administer the school properly

We also use CCTV and biometric systems to maintain security and for cashless payments.

### Lawful Basis

The lawful basis for the above processing is to:

- enable the School to discharge its responsibilities as a Public Authority.
- comply with contractual obligations
- comply with legal obligations

- enable any “legitimate interest” processing that may be required by the school to fulfil its charitable purpose but only if this function is deemed to fall outside the school’s Public Authority remit.

### Data Sharing

We may need to share some of your personal information with other organisations including:

- family, associates and representatives of the staff member or volunteer whose personal data we are processing
- educators, careers and examining bodies
- other school boards
- current, past or prospective employers
- central and local government
- healthcare professionals
- social and welfare organisations
- police forces
- courts and tribunals
- security organisations
- suppliers (including professional advisors and consultants)
- voluntary and charitable bodies
- press and media

### Data: Its retention and how it is held and processed

Your information will be held for no longer than is necessary. Though the School may, in the public interest, continue to hold some data for archival, statistical and/or research purposes. Your information will be held and processed securely and will not be transferred outside the European Economic Area (EEA) except to those countries or international organisations which are deemed suitable by the ICO.

The School does not make use of “automated individual decision making” (decisions made by automated means without any human involvement) nor does it use “profiling” (automated processing of personal data to evaluate or predict certain events or behaviours about an individual).

### Your rights

You have the right to request access to information that we hold about you. To make a request for your personal information contact the School’s Bursar.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Subsequently, you may contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

### Contact

If you would like to discuss anything in this privacy notice or make a complaint, please contact the Data Protection Officer at The Swanage School: by letter at the School’s address, by telephone on 01929 500599 or by email to [dpo@theswanageschool.co.uk](mailto:dpo@theswanageschool.co.uk) .

### Status of this privacy notice

This privacy notice was last reviewed in October 2024.