



Dream, Believe, Achieve



Ludgvan School Privacy Notice for Employees

Ludgvan School needs to keep and process information about you for employment purposes. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for Ludgvan, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interests of the Company and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

As an Education sector, we may sometimes need to process your data to pursue our legitimate business interests, for example to prevent fraud, administrative purposes or reporting potential crimes.

Much of the information we hold will have been provided by you, but some may come from other internal sources, such as the SLT and administration staff, or in some cases, external sources, such as referees.

The sort of information we hold includes your application form and references, your contract of employment and any amendments to it; correspondence with or about you, for example letters to you about a pay rise, or at your request, a letter to your mortgage company confirming your salary; information needed for payroll, benefits and expenses purposes; contact and emergency contact details; records of holiday, sickness and other absence; information needed for equal opportunities monitoring policy and record relating to your career history, training records, appraisals, other performance measures and, where appropriate disciplinary and grievance records.

You will inevitably be referred to in many company documents and records that are produced by you and your colleagues in the course of carrying out your duties and the business of the company. You should refer to the Data Protection Policy which is available at ludgvan.cornwall.sch.uk or a hardcopy in the school reception office.

Where necessary, we may keep information relating your health, which could include reasons for absence and GP reports and notes. This information will be used in order to comply with our health and safety obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory and company sick pay such as staffing insurance (Schools Advisory Service).

Where we process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation, we will always obtain your explicit consent to those activities unless this is not required by law or the information is required to protect your health in an emergency. Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you.

We collect and use personal data in order to meet legal requirements set out in the GDPR and UK law. Ludgvan School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares employee's information with;

- Neo Payroll
- Neo HR services
- Schools Advisory Service
- The LA
- Francis Clark

Your paper personal data is stored in a secure area of the school where only the Principal and DPO have access to. Your personal data will be stored for a period of 3 years after the employment contract has ended. If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

CCTV

We have installed CCTV systems externally in our premises as it is used by members of the public, for the purposes of pupils, staff, public safety and crime prevention and detection. A sign is displayed notifying you that CCTV is in operation. Images captured by CCTV will not be kept for longer than 8 weeks. However, on occasions there may be a need to keep images or pass images onto authority where crime is being investigated but we will inform you of this. You have the right to see images of yourself under the Data Protection Act 2018.

Your rights

Under the General Data Protection Regulation and the Data Protection Act 2018 you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasures of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

<https://www.gov.uk/government/collections/data-protection-act-2018>

You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

Identity and contact details of controller and data protection officer

Ludgvan Primary School is the controller of data for the purposes of the DPA 18 and GDPR. If you have any concerns as to how your data is processed or any questions you can contact **Holly Badcock, (data protection officer)** at secretary@ludgvan.cornwall.sch.uk or write to FAO Holly Badcock, Ludgvan School, Lower Quarter, Ludgvan, Penzance, Cornwall, TR208EX or phone on 01736 740408.

