



**KING JAMES'S SCHOOL**  
KNARESBOROUGH

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# GDPR PRIVACY NOTICE

## GENERAL DATA PROTECTION REGULATION

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### STAFF COPY

This privacy notice has been written to inform prospective, current, and former employees of King James's School about how and why we process their personal data. Any initial question concerning the policy can be directed to the Director of Business Services.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Information Governance  
Veritau Ltd, County Hall, Racecourse Lane  
Northallerton, DL7 8AL

  
Assurance services for the Public Sector



## WHO ARE WE?

King James's School is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.



## WHAT INFORMATION DO WE COLLECT & WHY?

The personal data we collect about you includes:

- Personal identifiers (your name, address, date of birth, ethnicity etc)
- Previous job experience and qualifications (including copies of certificates and employment references)
- Information about your employment attendance and performance (including disciplinary information)
- Information about your ethnicity, religious beliefs and trade union membership (for the purposes of equality monitoring)
- Information about your right to work
- Relevant medical information which affects your employment
- Emergency contact information of those individuals you identify
- Training achievements
- Safeguarding information
- Financial information, including bank account information, tax, national insurance and pension contributions to facilitate salary payments

We process your information for the reasons outlined below. This is in order to fulfil our obligations associated with your employment in line with Article 6 (1)(a) and Article 9 (2)(b) of GDPR:

- Contractual requirements and provide accurate data to future employers
- Employment checks e.g. right to work in the UK
- Salary and expense requirements (including School Fund Account)

We will also process certain 'special category' data including:

- Relevant medical information
- Biometric generated data
- Information relating to criminal investigations, convictions and suspicions



## WHO DO WE OBTAIN YOUR INFORMATION FROM?

Much of the information we process will be obtained directly from you, we will also process information received from:

- North Yorkshire Educational Authority
- Former employers
- Previous schools attended
- Disclosure and Barring Service
- Educational institutions and third party employers



## PHOTOGRAPHS

We will seek your consent to use your photo on our website. Please note that you can withdraw this consent at any time. Your photograph will be used for staff identification purposes to cover our safeguarding responsibilities.



## WHO HAS ACCESS TO YOUR PERSONAL DATA?

Your information will only be made available to those who need it to do their job in relation to your employment. This includes your line manager(s), relevant administrative / HR / Finance staff, the Director of Business Services, Headteacher, NYCC representatives including Payroll, HR and Health Assured.

Your name, job title, work email address, telephone number, photograph and office base will be available in our internal telephone directory which is accessible to relevant administration staff.



## WHO DO WE SHARE YOUR PERSONAL DATA WITH?

Who do we share your personal data with?

We will share your information with the following organisations:

- HM Revenue & Customs
- Department of Work and Pension if applicable
- Department for Education
- Pension Fund/Teachers' Pensions fund
- Any salary sacrifice arrangement you sign up to eg a charity, Everybody Benefits
- Your trade union, if applicable
- Examining bodies, if applicable
- Local Authority agents including HR Services
- Payroll administrator (NYCC)
- Disclosure and barring service to conduct criminal record checks, if applicable
- Prospective future employers, landlords, letting agents, or mortgage brokers where you have asked them to contact us to seek a reference
- Other schools and education providers if applicable
- Yorkshire Bank if applicable
- Crown Court and their agents if applicable
- Auditors (Veritau, NYCC, Department for Education and EFA)
- King James's School Fund
- White Rose Alliance and Yorkshire Teaching School Alliance if applicable

We have duties under the Freedom of Information Act 2000 to disclose information we hold unless there is a very good reason to withhold it. Therefore we may disclose your name and work email address publicly in response to a request if we are required to do so.



## HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

King James School will keep your data in line with our Information Policy. Most of the information we process about you will be determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

## DO YOU TRANSFER MY DATA OUTSIDE OF THE UK?

Generally the information that the school holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the European Economic Area, we will ensure it has extra protection from loss or unauthorised access.

## WHAT RIGHTS DO YOU HAVE OVER YOUR DATA?

Under GDPR, individuals have the following rights in relation to the processing of their personal data to:

- be informed about how we process your personal data. This notice fulfils this obligation.
- request access to your personal data that we hold, and be provided with a copy of it.
- request that your personal data is amended if inaccurate or incomplete.
- request that your personal data is erased where there is no compelling reason for its continued processing.
- request that the processing of your personal data is restricted.
- object to your personal data being processed.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF  
casework@ico.gsi.gov.uk // 03031 231113

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