



# Wheldrake with Thorganby CE Aided School

Working together to be the best we can be

## Privacy Notice – Employees

**This privacy notice has been written to inform prospective, current, and former employees, of Wheldrake with Thorganby CE Aided School, about how and why the school uses their personal data.**

### Who are we?

Wheldrake with Thorganby CE Aided School (the School) is a Data Controller as defined by Article 4 (7) of the General Data Protection Regulation.

This means that the School determines the reasons why and the way in which, your personal data is collected and used in the organisation. The School has a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

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 Data Protection legislation and is upholding the Data Protection Principles. You can contact the DPO on:

Data Protection Officer  
Veritau Ltd.  
County Hall  
Northallerton  
North Yorkshire  
DL7 8AL



[SchoolsDPO@veritau.co.uk](mailto:SchoolsDPO@veritau.co.uk)  
016059 53 2526

### What data do you collect about me and why do you require it?

We process your information to fulfil our obligations associated with your employment contract. This information includes, but is not limited to:

- Personal identifiers (your name, address, date of birth, photograph 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
- Financial information, including bank account information, tax, national insurance and pension contributions to facilitate salary payments

## Who has access to my Personal Data in the School?

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), the business manager, and relevant administrative staff.

Your name, job title, work email address, telephone number and photograph will be available in our internal directory which is accessible to employees. This is to aid communication and identification functions.

We will also seek your consent to use your photo on our website.

## Who do you share my personal data with?

We will share your information with the following organisations:

- HMRC
- Department of Work and Pension, if applicable
- North Yorkshire Pension Fund/Teachers' Pensions fund
- Any salary sacrifice arrangement you sign up to e.g. a charity, Everybody Benefits
- Your trade union, if applicable
- Examining bodies, if applicable
- City of York Council (who administer our payroll)
- 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 the Council to seek a reference
- Our appointed governors may also require your personal data for the governing of the school. Personal Data will only be disclosed to these individuals if there is a legitimate governing purpose.

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 do you protect my personal data?

The School is committed to keeping the personal data that it holds safe from loss, corruption or theft. It has a number of measures in place to do this including:

- Training for all employees and governors on how to handle personal data,
- Policies and procedures detailing what employees can and cannot do with personal data.
- A number of IT security safeguards such as firewalls, encryption, and anti-virus software,
- On site security safeguards to protect physical files and electronic equipment.

## How long do you keep my personal data for?

Data held	Retention period
<b>GENERAL</b>	
P45	6 years after leaving the School
Personnel file – includes application forms, clearances, contract, HR letters, sick notes	6 years after leaving the School – may be retained for longer if individual safeguarding or national issues arise, e.g. the Goddard enquiry

Payroll record	6 years after leaving the School – retain skeleton record after this time
Payslip and claims information	6 years after leaving the School
<b>PENSIONS</b>	
Teachers' Pensions Information	6 years after leaving the School (but information held by your pension provider for longer)
<b>ISSUES AT WORK</b>	
Casework records ( <b>not</b> safeguarding)	6 years after sanction has been awarded (remove warnings at designated times)
Records relating to safeguarding investigations	Keep on Personnel file until Retirement or for 10 years – whichever is longer. Unfounded and/or malicious allegations should be removed from Personnel file.
Workplace Grievances	6 years from date of last action
<b>OCCUPATIONAL HEALTH</b>	
Occupational Health (OH) Information – includes referrals, medical reports etc.	40 years after leaving the School
<b>TRAINING RECORDS</b>	
Training records	6 years after leaving the School
<b>RECRUITMENT</b>	
Recruitment selection paperwork – unsuccessful applicants	6 months after process
Recruitment selection paperwork – successful applicants	Paperwork held by 6 years after leaving the School
<b>DBS</b>	
DBS clearances (positive and negative)	6 years after leaving the School

### 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. The School 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 the School does need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access.

If you move to a school outside of the European Economic Area then the School will seek your explicit consent prior to transferring your personal information to that that school.

### What are my Data Protection rights?

Data Protection legislation gives you, the data subject, a number of rights in regards to your personal information:

<b>Right of Access to Personal Information</b>	To request access to your personal data that we hold, and be provided with a copy of it
<b>Right of Erasure</b>	To request that your personal data is erased where there is no compelling reason for its continued processing
<b>Right of Rectification</b>	To request that your personal data is amended if inaccurate or incomplete
<b>Right of Restriction</b>	to request that the processing of your personal data is restricted
<b>Right of Objection</b>	To object to your personal data being processed

If you would like to exercise any of these rights you are encouraged to contact the Office Manager in writing.

### **What is your lawful basis for processing my personal data?**

Any personal data that we process about our employees is done so in accordance with Article 6 and Article 9 of the General Data Protection Regulation. This states that the school must have a lawful basis when processing 'Personal Data' and 'Special Category Data'.

Generally the School processes your personal data in order to facilitate your contract of employment with the School or because processing is necessary to fulfil requirements of employment legislation.

The School will also need to process certain special categories of your personal data in order to fulfil specific requirements of employment legislation.

Whilst the majority of employment information you provide to us is mandatory, some of it is provided to us on a voluntary basis. When we do process this additional information we will ensure that we ask for your consent to process this.

On some occasions, when an individual's life may be in danger, then the School would rely on processing 'Personal Data' and 'Special Category Data' in accordance with Article 6(1)(d) and Article 9(2)(c) whereby processing is necessary to protect the vital interests of a data subject.

### **How do I complain about the way in which you have handled my personal data?**

If you have concerns about the way in which the School has handled your personal data then please initially contact your line manager, the Office Manager or the Headteacher to seek a resolution and pass on your concerns. Concerns can also be referred to the Data Protection Officer by contacting:

Data Protection Officer  
Veritau Ltd.  
County Hall  
Northallerton  
North Yorkshire  
DL7 8AL

[SchoolsDPO@veritau.co.uk](mailto:SchoolsDPO@veritau.co.uk)

016059 53 2526

You may also want to 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](mailto:casework@ico.gsi.gov.uk)  
03031 23 1113

**For more information about your Data Protection rights please visit the website of the Information Commissioner's Office: [www.ico.org.uk](http://www.ico.org.uk)**

**You may also want to see the School's specific Privacy Notices for:**

- Occupational Health
- Recruitment
- Disciplinary Process
- Grievances at Work Process

Your pension provider will provide you with a Privacy Notice in regards to how your personal data will be used to facilitate the pensions process.