

HANFORD

Privacy Notice – Employees and contractors of the School, or those applying to join the School

The EU General Data Protection Regulation (GDPR) includes rules on giving privacy information to those whose data is held by an organisation (data subjects). These are more detailed and specific than in the Data Protection Act and place an emphasis on making privacy notices understandable and accessible. Data controllers are expected to take 'appropriate measures' to ensure that this is the case.

The school interprets this as using very clear language to outline each of the responsibilities for each of the data subject groups.

The GDPR says that the information provided to data subjects about how the school processes their personal data must be:

- concise, transparent, intelligible and easily accessible;
- written in clear and plain language, particularly if addressed to a child; and
- free of charge.

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly.

Why we process your data

Data will be processed for the purposes of responding to requests for information about joining the school and the school will therefore have a "legitimate interest" for processing basic personal data and sensitive personal data. The data the school holds will be the minimum it requires to form and maintain the contract between you and the school.

We see the provision of personal data as necessary to properly engage you at the school and to administer, and for the school to fulfil its obligations under the contract once you are an employee / contractor here

There is no automated decision making or profiling involved in this data stream into and through the school.

Who we may share your data with

The school will share your data with the following companies who have contracts with the school and who have equalled the school's precautions and systems for dealing with data, these are:

- IT Contractor – Assist Networks
- DBS Clearance provider – First Advantage
- Bank – HSBC

- Payroll Provider – Fawcetts LLP
- Microsoft (Office 365)
- Apple (School Manager)
- iSAMS
- Authentic Style (web developer)
- Filofile (secure archiving)

It is not necessary for data to be shared with other countries. The exception to this will be international trips that the school organises. Should this be envisaged for you, you will be contacted for your consent; the consent will be limited in time and content if it be required.

How long we may hold your data

The retention period for employee data will be until 7 years from end of contract [and / or be modified by any other legal obligation the school finds itself under.]

Your rights

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.

You can complain at any time about how the school has handled your data the Information Commissioner is available as follows:

The ICO helpline is 0303 123 1113.

We will obtain the data the school requires from you, should we need data from other sources we will contact you within a month.

Our Full Privacy Notice can be accessed at www.hanfordschool.co.uk/contact/privacy/