

## PRIVACY NOTICE: ALL CHETHAM'S STAFF

Chetham's School of Music, Chetham's Library and The Stoller Hall are committed to maintaining the privacy, confidentiality and security of your personal information in accordance with the General Data Protection Regulation.

Respecting your data is important to us. We are taking numerous steps to ensure we comply with this new EU regulation that relates to how personal information is stored and processed. In meeting our privacy commitment we will collect, hold, use and disclose personal information only as needed to:

- Provide the educational services required by the School.
- Establish and maintain our relationship with staff, students, parents, guardians, alumni, friends, former parents and supporters.
- Meet legal, regulatory and contractual obligations.

In summary, we will:

- Inform you what information we collect and hold; why we collect the information; how it is collected, how it will be used and who it will be shared with.
- Seek your consent prior to collecting, using or disclosing your personal information for the purposes we have indicated.
- Protect and safeguard all personal information in our custody or control.
- Give you access to personal information we hold about you and provide the facility to correct such data, and, if required, have appropriate elements removed.
- Retain your personal information only as long as is necessary for the purposes for which it was collected.

### What information we collect and hold

The categories of staff information that we collect, process, hold and share include, but are not restricted to:

- personal information (such as name, employee or teacher number, national insurance number, bank details)
- special categories of data including characteristics information such as gender, age, ethnic group
- recruitment information (including copies of right to work documentation and references)
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- information relevant to safeguarding (such as DBS number)

We use network monitoring software and CCTV systems for the prevention, investigation and detection of crime, the apprehension and prosecution of offenders, the safeguarding of the public, pupils and staff and for general monitoring of security. CCTV recordings may be disclosed to third parties such as the police but only where such disclosure is in accordance with the Act.

### Why we collect and use this information

We use staff data to:

- enable the development of a comprehensive picture of the staff and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid



- ensure safeguarding of pupils and staff
- enable ethnicity and disability monitoring
- enable efficient and transparent allocation of working hours to staff on irregular contracts

### **The lawful basis on which we process this information**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

### **Collecting information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain staff information to us or if you have a choice in this.

### **Storing information**

We hold staff data in accordance with retention guidelines set by the Information and Records Management Society.

Beyond these retention periods, your data will be securely archived whilst Chetham's cooperates with a national investigation by the Independent Inquiry into Child Sexual Abuse (IICSA). At the completion of this inquiry, or when legal instructions to Chetham's about the storage of data are amended, all archived data will be permanently deleted.

### **Sharing information**

We do not share information about staff members with anyone without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority
- The Department for Education
- Your family or representatives
- Educators and examining bodies
- Our regulator (ISI)
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Financial organisations
- Central and local government
- Our auditors
- Health authorities
- Health and social welfare organisations

- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

### **Local authority**

We are required to share information about our staff members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### **Data collection requirements**

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, independent school, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to staff information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data. For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Data Protection Forum at [dpf@chethams.com](mailto:dpf@chethams.com)

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, or restrict processing
- claim compensation for damages caused by a breach of the Data Protection regulations

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

### **Privacy policy amends**

We may update this privacy policy from time to time by posting a new version on our website. You should check this page regularly to ensure you are happy with any changes. We may also notify you of changes to our privacy policy by email.

### **Further information**

If you would like to discuss anything in this privacy notice, please contact the Data Protection Forum at [dpf@chethams.com](mailto:dpf@chethams.com)

If you have any concerns we request that you raise your concern with us in the first instance.