



Penistone Grammar School

**Privacy Notice
for Staff**

Never Stop Flying

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1. What Categories of Information are Processed?

1.1. The categories of personal information that we process include the following:

- Personal information e.g. name, contact details, National Insurance number
- Characteristics information e.g. gender, age, ethnic group
- Qualifications and, where relevant, the subjects taught
- Recruitment information – e.g. documentation relating to employment checks, references

This list is not exhaustive any may be subject to change. To access the current list of information the school processes, please refer to the school's Data Asset Register which can be requested via email to enquiries@penistone-gs.uk.

2. Why Do We Collect and Use Your Information?

2.1. We collect and use your information for the following reasons:

- To inform the development of recruitment and retention policies
- To facilitate safer recruitment
- To review our recruitment performance

Under GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- Contract
- Legal obligation
- Vital interests
- Public task
- Legitimate interests
- For the purposes of recruitment, in accordance with the legal basis of legal obligation.



3. How Do We Collect Your Information?

3.1. We collect your personal information via the following methods:

- Application forms
- Questionnaires

3.2. Data relating to prospective employees is essential for the school's operational use. Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

4. How Do We Store Your Information?

4.1. We create and maintain a file for each vacancy. The information contained in this file is kept secure and only used for the purposes directly relevant to the recruitment of the post.

4.2. We hold your personal information securely for a set amount of time shown in the School's Records Management Policy. For more information about how we keep your information safe, please see the school's Data & E-Security Breach Prevention & Management Plan.

5. Who Do We Share Your Information With?

5.1. We routinely share your information with:

- The Local Authority (LA)
- DBS
- Recruitment Agencies (Hays)

6. Why Do We Share Your Information?

6.1. We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

6.2. We share information about prospective employees with Ofsted to evidence the school's recruitment process and equality of opportunity, in accordance with the School Staffing (England) Regulations 2009 and the Equality Act 2010.

6.3. All information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

7. What Are Your Rights?

7.1. You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Object to the processing of your information 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.
- Seek compensation, either through the ICO or the courts.

7.2. If you want to request access to the personal information we hold about you please contact Miss S Abel, Governance & Compliance Officer, at sabel@penistone-gs.uk.

7.3. If you are concerned about the way we are collecting or using your information, please raise your concerns with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns>.

8. Updating this privacy notice

8.1. We may need to update this privacy notice periodically if we change how we collect and process data. We recommend that you revisit this privacy notice periodically.

8.2. This privacy notice was last updated in May 2023.



9. How Can You Find Out More Information

- 10.1 If you would like to discuss anything in this privacy notice, please contact, Miss S Abel, Governance & Compliance Officer (sabel@penistone-gs.uk).
- 10.2. If you require further information about how we and/or the DfE store and use your personal data, please visit our [website](#), the Gov.uk [website](#), or download our Data Protection Policy and Records Management Policy.

