



STAFF PRIVACY NOTICE

Who we are

Woldingham School is a company registered in England and Wales (the "School"). Our company registration number is 06636665, our charity registration number is 1125376 and our registered office is at Marden Park, Woldingham, Surrey CR3 7YA.

In the course of your work undertaken for the school, we will collect, use and hold ("process") personal data relating to you as a member of our staff or wider school team, regardless of your employment status. This makes the school a controller of your personal information, and this Privacy Notice sets out how we will use that information and what your rights are.

Who this notice applies to

This notice applies to staff at the school, including current, former and prospective: employees, self-employed contractors, visiting music teachers and other peripatetic workers, casual workers, temps, and volunteers who may be employed or engaged by the School to work for it in any capacity, as well as prospective applicants for roles. This notice also applies to governors.

Please note that references to "employment", "staff" etc. in this Privacy Notice are not intended to imply or confer any employment rights on you if you are a contractor, non employed worker, or job applicant.

About this Notice

This Privacy Notice explains how the school processes your personal data and your rights in relation to the personal data we hold about you.

This Privacy Notice applies in addition to the school's other relevant terms and conditions and policies that may (depending on your role and status) apply to you, including:

- any contract between you and the school, such as the terms and conditions of employment, and including the staff code of conduct and any applicable staff handbook;

- the School's GDPR policy

- the school's disciplinary, safeguarding, or health and safety policies, including as to how concerns, low level concerns or incidents are reported or recorded (both by and about staff);

- the School's IT policies, including its Acceptable Use policy.

- your image and likeness, including as captured in photo as i.63 (h23.1 (c)-1.9 82t)-3 (u)2.2 (reak)8 (u

information concerning your sexual life or orientation (for example, in the course of investigating complaints made by you or others, for example concerning discrimination); and information about certain criminal convictions (for example, where this is necessary for due diligence purposes, whether by self-declaration or otherwise, or for compliance with our legal and regulatory obligations).

However, this will only be undertaken where and to the extent it is necessary for a lawful purpose in connection with your employment or other engagement to work for the school.

The bases for processing your personal data, how that data is used and whom it is shared with

(i) Entering into, or fulfilling, our contract with you

We process your personal data because it is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract, such as a contract of employment or other engagement with us. In respect, depending on your role and status, we are likely to use your personal data for the following purposes:

- administering job applications and, where relevant, offering you a role with us;
- carrying out due diligence checks on you, whether during the application process for a role with us or during your engagement with us, including by checking references in relation to your education and your employment history and obtaining any required self-declarations;
- once you are employed or engaged by us in any capacity, for the performance of the contract of employment (or other agreement) between you and us;
- to pay you and to administer benefits (including pensions) in connection with your employment or other engagement with us;
- monitoring your attendance at your place of work.

(ii) *Legitimate Interests*

We process your personal data because it is necessary for our (or sometimes a third party's) legitimate interests. Our "legitimate interests" include our interests in running the school in a professional, sustainable manner, in accordance with all relevant, educational, charitable, legal and regulatory duties and requirements (whether or not connected directly to data protection law). In this respect, depending on your role and status, we are likely to use your personal data for the following:

- to provide you with information about us and what it is like to work for us (where you have asked for this, most obviously before you have made a formal application to work for us);

- for security purposes, including by operating security cameras in various locations on the school's premises, and our access control system (please note, we may use such data in any disciplinary investigation);

- to enable relevant authorities

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