**Policy/Author: Privacy Notice for Work Experience Staff in School**

**R Cannon, Business/HR Manager**

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**Version: 1**

**Date: December 2023**

**Review Date: December 2026**



**Headteacher**

**Ratified by Trust on**:



**Chair of Trustees**

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| **Current version** | **Previous version** | **Summary of changes made** |
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**Privacy notice for work experience staff in school**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, Smithills School, Dean Road, Bolton, BL1 6JS, are the ‘data controller’ for the purposes of data protection law.

Our school’s Data Protection Officer is Mrs Gill Smith (see ‘Contact us’ below). Our Data Protection Lead is Mrs Rachel Cannon.

**The personal data we hold**

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

* Personal details – name, date of birth
* Contact details
* Next of kin and emergency contact numbers – not sure or do college have this?
* Performance information eg. reports to college
* Photographs
* CCTV footage
* Time schedules time schedule information (such as days available, role)
* Data about your use of the school’s information and communications system

Images from CCTV cameras are only used for security purposes

**Special Category Conditions**

We do not store or process any special category data as covered by Article 9.

**Why we use this data**

The purpose of processing this data is to help us run the school, including to:

* As part of our safeguarding obligations towards pupils
* In order to contact you regarding school – related matters eg. school closures, timetabling changes

**Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to. In particular we process personal data in order to meet safeguarding requirements set out in UK Employment and Childcare Law, including those in relation to:

* Safeguarding Vulnerable Groups Act 2000
* The Childcare (Disqualification) Regulations 2009

Most commonly, we use it where we need to:

* 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 the school’s use of your data.

**Collecting this information**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

**How we store this data**

Personal data is stored in line with our Data Protection Policy which can be found on the school policies folder.

Information about individual students and individuals on work experience will be destroyed as far as possible at the end of their placement.

**Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

**Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

**Your rights**

**How to access personal information we hold about you**

Individuals have a right to make a **‘subject access request’** to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

* Give you a description of it
* Tell you why we are holding and processing it, and how long we will keep it for
* Explain where we got it from, if not from you
* Tell you who it has been, or will be, shared with
* Let you know whether any automated decision-making is being applied to the data, and any consequences of this
* Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer school or data protection lead. You are entitled to submit subject access requests all year round, but please bear in mind that it may be necessary for us to extend the response period of one month when requests are submitted over the summer holidays. This is in accordance with article 12(3) of the GDPR, and will be the case where the request is complex – for example, where we need multiple staff to collect the data.

**Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

* Object to the use of your personal data if it would cause, or is causing, damage or distress
* Prevent your data being used to send direct marketing
* Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
* In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
* Seek compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

**Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer. Alternatively, you can make a complaint to the Information Commissioner’s Office:

* Report a concern online at <https://ico.org.uk/concerns/>
* Call 0303 123 1113
* Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Contact us**

If you would like to discuss anything in this privacy notice, please contact:

**Data Protection Officer Data Protection Lead**

Mrs Gill Smith Mrs Rachel Cannon

gill@mindography.co.ukr.cannon@smithillsschool.net