



Staff privacy notice - key information

Version Control

Owner	Data Protection Lead
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Introduction

Acting as your employer, the School will hold and process certain data about you and, where applicable, your next of kin and any beneficiaries. Most of the information held about you and processed for the purpose of fulfilling our obligations to you under the terms of your employment (or Voluntary Agreement) will be personal data (in other words, information from which you as an individual can be identified). Your personal data is subject to certain protections under Data Protection legislation and this summary document* sets out the key protections afforded to you by the legislation and your rights regarding your personal data.

*For full details of **how** and **why** we collect personal data about you and **what** we do with that information, please refer to the full Staff Privacy Notice.

Data Protection Principles

The School has a legitimate interest in holding and processing your personal data as it is needed, for example, to evidence we have undertaken safer recruitment processes prior to you joining the School and that we can properly administer and pay your salary and pension benefits, alongside keeping records of your employment performance and history.

The core data protection principles are:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

The School will keep all personal data safe and only hold it for as long as necessary. Details of how long your personal data will be retained after you have left the school are set out in the Information and Records Retention Policy.

Your rights

- **Right of Access** – you have the right to see personal data that is held about you and a right to have a copy provided to you, or someone else on your behalf, in a machine readable (namely, digital) format. Exercising this right is usually known as making a Subject Access Request.
- **Right to Rectification** – if at any point you believe that the personal data we hold about you is inaccurate/wrong, you can ask to have it corrected
- **Right to Restrict processing** – you can require the School to restrict/limit the processing of your personal data in certain circumstances, for example, whilst a complaint about its accuracy is being resolved

- **Right to object to processing** – as we are relying on legitimate interests as a reason for processing, you can object to your personal data being processed, although the School can override this objection in certain circumstances
- **Withdrawing consent** – where you have given us your consent to processing your personal data, you can withdraw that consent at any time by notifying us (see “Who to contact” below). However, withdrawing your consent will not affect the processing of any personal data which took place beforehand and it may be possible for the Company to continue processing your personal data where this is justified.
- **Right to be forgotten** – you can request that your personal data is deleted altogether, although the Company can override this request in certain circumstances, for example, where safeguarding concerns have been raised.

Who to contact about your personal data

If you wish to see your personal data or to exercise any of the rights mentioned above, or to make a complaint about how we have handled your personal data, please contact

- Paul Dunn, Director of Operations at pad@cranleigh.org, or
- Data Protection Lead at dataprotectionlead@cranleigh.org

Making a complaint to the Information Commissioner’s Office

If you are not satisfied with our response to any query you raise with us, or you believe we are processing your personal data in a way which is inconsistent with the law, you can make a complaint to the [Information Commissioner's Office](#) - helpline number 0303 123 1113.