

Privacy Notice

What is our lawful basis for processing this data

Contractual obligation.

Some of the data processed for this purpose is collected to comply with our legal obligations. These are set out below.

What data do we collect

Staff:

- Name, address, telephone number, email address
- Date of birth, marital status, bank details, vehicle registration, national insurance number, photo
- Recruitment information, including copies of right to work documentation, references (name, address, telephone, email)
- Qualifications and employment records including most recent line manager's name
- A form of ID (passport, driving license, birth or marriage certificate)
- Medical information, disabilities, sexual orientation, ethnic orientation, religion
- All convictions and cautions, including "spent" convictions and cautions, Disclosure and Barring Service (DBS)
- HR related information (e.g. performance information, any disciplinary and/or grievance procedures, absence data, overtime data)

Why do we need it and what do we do with it

We need to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer benefit, pension and insurance entitlements.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

It is also a legal obligation for the school to submit a school workforce census to the government authorities containing the requested staff personal data.

We retain this information securely within Staff Files as electronic copies on our IT systems and within paper copies in filing cabinets in our offices.

How long do we keep it

We will hold your personal data for the duration of your employment. Once you leave employment your data is held for a period of seven years, after which it will be destroyed.

Who we share this information with and why

The organisation shares your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party

providers and obtain necessary criminal records checks from the Disclosure and Barring Service. Your data may also be shared with the following third party providers and external bodies:

- Medical information may be sent to the Reading Borough Council Occupational Health Advisor in those cases requiring additional screening
- Staff details may be sent to previous employees to obtain employment references.
- The staff name and names of the references are sent to RBC HR team to confirm candidate is approved.
- Staff name is sent to RBC payroll team who manage salary and pension payments.
- Workforce census data to Department for Education (via Reading Borough Council). 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>

Other than this, we do not routinely share this information outside of our organisation, but may share this information with our legal or trusted advisers for the purpose of obtaining advice, with government agencies if required by law, or with law enforcement agencies for the prevention or detection of crime.

What are your rights

You have a number of rights in relation to your personal information under data protection law. In relation to most rights, we will ask you for information to confirm your identity and, where applicable, to help us search for your personal information. We will respond to you within 30 days after we have received any request (including any identification documents requested).

You have the right to:

1. Ask for a copy of the information that we hold about you;
2. Correct and update your information;
3. Withdraw your consent (where we rely on it).
4. Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process the information.
5. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information;
6. Transfer your information in a structured data file (in a commonly used and machine-readable format), where we rely on your consent to use and process your personal information.

Please see our [Data Protection Policy](#) for further information and for details of how to make a request.

Contact information

You can exercise the above rights and/or manage your information by contacting us using the details below:

Identity of data controller: Cranbury College

Postal address: Mark Hester, Cranbury College, Cranbury Rd, Reading, RG30 2TS

Email: mhester@cranburycollege.reading.sch.uk

Phone: 01189 376847

Our Data Protection Officer is Omnigov Limited and you can contact them at dpo@cranburycollege.reading.sch.uk

Complaints

If you wish to raise a complaint on how we have handled your personal data, please contact us at dpo@cranburycollege.reading.sch.uk

If you are not satisfied with our response you can complain to the Information Commissioner's Office (ICO). The ICO's contact details are below:

Postal address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: casework@ico.org.uk

Phone: 0303 123 1113