



RIPPLEVALE
SCHOOL

Privacy Notice

Staff Responsible: Dave Parsons (DPO)

Approved by: Jane Norris

Date: May 2018

Last reviewed on: March 2022

Next review due by: Mar 2023

Ripplevale School

Privacy Notice (March 2022)

‘Ripplevale School provides a caring, learning environment where our students make meaningful progress, relative to their individual starting points. Our aim is to encourage them to develop appropriate personal, social and employable skills enabling them to become confident, independent and aspiring young people.

This Privacy Notice was updated in March 2022. The majority of changes made add consistency to spelling, style and formatting conventions. There have been some changes to the content of the policy. All changes (additions, revisions and/or removals) have been indicated by the use of this grey font to highlight changed or new material. The main additions relate to:

- Naming Dave Parsons as the Data Protection Officer
- Detailing the role of SchoolPro TLC Ltd as UK GDPR consultants/support service
- Changing references to (European) GDPR to UK GDPR

1 Purpose

This Privacy Notice explains how Ripplevale School [the School] handles and uses personal data we collect and hold about our employees.

As your employer, Ripplevale are committed to protecting your personal information and want to be transparent regarding the personal information we hold, how it is used, how long it is kept for and who has access to it.

Our Privacy Notice should be read in conjunction with our *Data Protection Policy*, both of which are governed by the Data Protection Act and The UK General Data Protection Regulation (UK GDPR).

2 Why we hold your personal data

Ripplevale School are required to hold your personal data for various legal, contractual and practical purposes, without which we would be unable to employ you. Holding your personal data enables us to meet various administrative, management and legal obligations, including but not limited to:

- payroll
- sick pay
- maternity pay
- family leave
- pension contributions
- emergency contacts
- tax and national insurance
- equal opportunities monitoring
- recruitment and employment
- training and development
- disciplinary matters
- health and safety
- safeguarding of pupils
- managing absence
- appraisal and supervisions

3 What information do we collect and hold on you?

- Your name
- Your address
- Your phone numbers
- Your email address – where you have provided it to us
- Your date of birth
- Your gender
- Your next of kin
- Your driving licence details – (if you hold a current license)
- Your NI Number
- Your ethnicity
- Information relating to a disability or medical condition – if applicable
- Your salary information
- Your absence history
- Your annual leave
- Your supervision and appraisal dates and discussions
- Any documented conversations or meetings held with you in relation to your employment
- Your bank details
- Your tax code information
- Information on training completed
- Information on any accidents at work
- Photographs of you
- Information related to the prevention and detection of crime and safety and security of residents including but not limited to CCTV recording

4 Keeping your information safe

At Ripplevale we are committed to keeping your personal data safe and secure.

Access to personal information held on our employees is restricted and is only shared for the purposes of completing payroll, recruitment and HR functions. Our IT systems restrict staff access to areas of our network dependent on job role and this is regularly reviewed.

Our IT systems and security are managed by a third-party organisation called Sensitive Data Systems (SDS). We are committed to ensuring that your information is secure and in order to prevent unauthorised access or disclosure we have put in place suitable physical and electronic procedures to safeguard and secure our information. However, no data transmission over the internet is 100% secure. As a result, while we can protect the personal information we hold on you, Ripplevale cannot guarantee the security of any information as you transmit it to us and you do so at your own risk.

5 How do we use your information?

All the information we hold on you as an employee is used in connection with Ripplevale's contractual obligations under HR law and this is the 'Lawful basis for processing' your information under UK GDPR. The School's UK GDPR duty is the responsibility of Dave Parsons as the Data Protection Officer in co-operation with SchoolPro TLC Limited. SchoolPro TLC provide UK GDPR advice and training as well as tools for ensuring that data is processed and managed in the best possible manner in accordance with UK GDPR regulations.

We may at times, if an urgent matter or during holiday periods, find it necessary to communicate information to you as an employee of Ripplevale at your home email address (if you have given us permission to do so).

You can, at any time, withdraw this permission if you so wish. You simply need to notify a member of the office team.

6 How long do we keep your information?

In line with Ripplevale's *Document Retention Schedule*, we are obliged to keep your data for six years after employment ceases. Data will be securely destroyed once it is no longer required.

7 Who do we share your information with?

We do not sell or swap your details with any third parties, but in order to comply with our legal obligations we may need to pass your details onto organisations to act on our behalf or if we have a legal obligation to do so, for example HMRC. Ripplevale use a third-party organisation for lawful guidance and advice on HR law – HC Associates (HCA). As part of our contractual agreement with HCA they at times, if deemed necessary, may be given sight of an employee's personal and sensitive information but are bound by the same GDPR regulation and Ripplevale's own confidentiality agreement.

8 Keeping your information up to date

It is vital that the information we hold on you is accurate and up to date. If you wish to update your details, please speak to a member of the office team. We will also, from time to time, send you copies of the information we hold so you can check it and confirm the accuracy.

9 Your rights

9.1 Accessing your information

Under UK GDPR you have the right to request access to information held on you by an organisation. If you wish to access information Ripplevale holds about you please put your request in writing and send it to:

Dave Parsons, (Data Protection Officer), Ripplevale School, Chapel Lane, Ripple, CT14 8JG.
We will endeavour to respond to your request within one month.

9.2 To complain

If you would like to discuss anything in relation to the data Ripplevale holds about you, please contact our data protection officer: Dave Parsons, DPO, Ripplevale School, Chapel Lane, Ripple, CT14 8JG or email david.parsons@ripplevaleschool.co.uk

If you wish to complain to the Information Commissioners Office about the way Ripplevale School uses your data, you can call 0303 123 1113.

9.3 To be forgotten

Under UK GDPR you have the right to be forgotten and have your personal data erased. The right is not absolute and only applies under certain circumstances. Where possible we will comply with such requests, though some details are part of Ripplevale permanent records, which cannot reasonably be deleted.

Please do not hesitate to see Dave Parsons if you have any questions or concerns about this privacy notice.