

Privacy Notices – Staff, Visiting Staff, Trustees & Volunteers

Who we are

“We” means The Princethorpe Foundation, including Princethorpe College, Crackley Hall School, Little Crackers Nursery, and the Crescent School.

For the purposes of Data Protection legislation, The Princethorpe Foundation is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Foundation is:

The Princethorpe Foundation, Princethorpe College, Princethorpe, Rugby, Warwickshire CV23 9PX.

The Compliance Officer for the Foundation is Mr Eddie Tolcher, Foundation Bursar. You can speak to him in school or you can leave a letter at reception or send one by post or email him at eddietolcher@princethorpe.co.uk

In this policy, ‘we’ and ‘us’ means the Foundation.

How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, our schools. This is for employment purposes to assist in the running of the schools and/or to enable individuals to be paid.

This personal data includes identifiers such as names and national insurance numbers, employment contracts and remuneration details, qualifications and absence information. It will also include sensitive personal data such as ethnic group, medical information and trade union membership (if you choose to supply this information to us).

During the recruitment process, we may receive information about you from a previous employer or an educational establishment that you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

Collecting and using your information in this way is lawful because:

- the processing is necessary for the performance of your employment contract;
- the processing is necessary for the performance of a legal obligation to which the Foundation is subject, for example our legal duty to safeguard pupils;
- the processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm;
- the processing is necessary for the performance of our education function, which is a function in the public interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it and whether there is a legal requirement on the Foundation to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We are required, by law, to pass on some of the personal data that we collect to:

- local authorities, normally Warwickshire Local Authority;
- the Department for Education (DfE);
- the Charity Commission & Companies House in respect of trustees & the company secretary.

The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

If you require more information about how we and/or DfE store and use your personal data please visit:

- <https://www.warwickshire.gov.uk/>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For the Charities Commission and Companies House please see:

- <https://www.gov.uk/government/organisations/charity-commission>
- <https://www.gov.uk/government/organisations/companies-house>

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.

We disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid.

We disclose details relating to your employment with us, and about you to our HR provider for the purposes of HR management

We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Where you have decided to become part of a salary sacrifice scheme such as that for child-care vouchers, we share your details with the provider to the extent necessary for them to provide the vouchers to you.

We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement.

We may also disclose your personal data to the following types of organisations:

- software companies that help us organise the school and the activities that we undertake;
- providers of software that help with assessments, tests, activities in class and homework and careers advice;
- organisers of activities such as sporting or co-curricular events and school trips both in the United Kingdom and abroad;
- external service providers such as photography, film and PR advisors;
- media platforms.

The information disclosed to these organisations does not normally include any sensitive personal information about you. Where any sensitive personal information is to be shared, the Foundation will ensure the processing is done securely and in accordance with data protection legislation. Such processing of sensitive data may be necessary for protecting the vital interests of the data subject or another person, for reasons of substantial public interest and/or the establishment, defence or exercise of legal claims.

At Princethorpe College, we use biometric systems in school that is linked to our cashless catering system. Your biometric information is securely stored on an internal system and is not shared with any other third parties.

We use CCTV on our sites to help provide a secure and safe environment. When you are on our sites your images will be captured by our CCTV cameras and stored securely on our recording servers for a limited period of time, which is up to 6 months, in case we need to review a previous incident.

In the event of an incident occurring we may be required to share CCTV images which may contain your identity, with third parties such as the police or an insurance provider.

We are unable to provide you with copies or access to images captured by CCTV if requested.

Our disclosures to third parties are lawful because one of the following reasons applies:

- the disclosure is necessary for the performance of your employment contract;
- the disclosure is necessary for the performance of a legal obligation to which the Foundation is subject, for example our legal duty to safeguard pupils;
- the disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm;
- the disclosure is necessary for the performance of our education function, which is a function in the public interest.

We do not normally transfer your information to a different country that is outside the European Economic Area. If this happens, we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you about it and make sure that you are happy for us to send your information.

How long we keep your personal information

We only keep your information for as long as we need it, or for as long as we are required by law to keep it. We will retain your information on our records for up to six years after termination of your employment with us.

When you leave school, you will automatically become a past employee of your school and a limited amount of your personal information will be kept to enable us to keep in touch with

you. The Privacy Policy for Alumni & Friends of the Foundation including past employees can be found on our website.

Visitors to our websites and cookies

When someone visits our websites, we may collect standard internet log information and details of visitor behaviour patterns.

A cookie is a small file that asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs and preferences by gathering and remembering information about your likes and dislikes.

We use third-party cookies to collect information for analytics purposes and to improve your experience of the site. This information is collected anonymously and may be stored off-site. If you do not consent to the use of these cookies, you will need to disable them in your browser.

We may use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our web site in order to tailor it to customer needs. We only use this information for statistical analysis purposes.

Overall, cookies help us provide you with a better web site by enabling us to monitor which pages you find useful and which you do not. A cookie cannot give us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but it is usually possible to modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the web site.

Links to other websites

This Privacy Notice does not cover the links within www.princethorpe.co.uk linking to other websites that are not controlled by the Foundation. We encourage you to read the privacy statements on the other websites you visit.

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You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but it is usually possible to modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the web site.

Your rights

You have the right to:

- ask us for a copy of the information we have about you;
- ask us to correct any information we have about you if you think it is wrong;
- ask us to erase information about you (although we may have good reasons why we cannot do this);
- ask us to limit what we are doing with your information;
- you can object to what we are doing with your information.

If you want to use your rights, for example, by requesting a copy of the information that we hold about you, please contact:

- Mr Eddie Tolcher, Foundation Bursar, The Princethorpe Foundation, Princethorpe College, Rugby, Warwickshire CV23 9PX, email eddietolcher@princethorpe.co.uk

More information about your rights is available in our Data Protection Policy, which is available on request as above.

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Lead (Mr Eddie Tolcher, Foundation Bursar) and if you are not happy with the outcome, you may raise a complaint with the Information Commissioner's Office.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

EJKT/Stone King
Version 1.1
October 2020

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CV22 7QH

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e-mail: admin@crescentschool.co.uk

Junior School & Nursery
Crackley Hall & Little Crackers
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