



## Ripplevale School and College and College – Rochester

### Privacy Notice – Employee

Date of issue: February 2024

Review Cycle: Annual

Next Review Date: February 2025

Ripplevale School and College is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values:

While this current policy document may be referred to elsewhere in Ripplevale School and College documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility updated August 2023](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BusinessSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)

Ripplevale School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Ripplevale School and College.

The policy documents of Ripplevale School and College are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

## 1 Purpose

This Privacy Notice explains how Ripplevale School and College [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 and College 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

## Privacy Notice – Ripplevale School and College Employees

- 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).

### Privacy Notice – Ripplevale School and College Employees

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

Lesley Cook at Ripplevale School and College and College, 13 New Road, Rochester, Kent ME1 1BG

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: Lesley Cook via [lcook@ripplevaleschoolrochester.co.uk](mailto:lcook@ripplevaleschoolrochester.co.uk)

Data Protection Officer

SchoolPro

DPO@schoolpro.uk

If you wish to complain to the Information Commissioners Office about the way Ripplevale School and College 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 Lesley Cook if you have any questions or concerns about this privacy notice.