

Privacy Notice – School Workforce

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	School Employees				
What personal data do we need from you?	Name	Address	Date of Birth		Contact details, including email and phone number
	National Insurance Number	Employment History, including reason for leaving	Current level of Pay and Allowances		Pre-employment check information, including entitlement to work in the UK and Criminal Record Checks
	History of sickness absence from previous employer	Reference and Referees contact details	Qualifications/Skills/Experience, including Secondary School Education and Continuing Education and Professional Qualifications		Breaks in employment history
	Ability to travel	Training and Development History	Close Personal Relationship information		Disability information to enable us to make reasonable adjustments
Who will be using your Personal Data?	Who is the Data Controller ?		Contact Mrs Karen Holliday at Cedar Hall		
	Who is the Data Controller's Data Protection Officer ?		SBM Services on behalf of Cedar Hall School		
	Are there any Data Processors ?		Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?		Members of the HR and Recruitment Team, Interviewers, relevant Governors, Legal Services contracted by the school, Capita SIMS, Essex County Council		
What will it be used for and what gives us the right to ask for it and use it?	The Purpose (s):		Employment		
	The Legal Condition (s):		<ul style="list-style-type: none"> Under Contract Legal Obligation 		
Who else might we share your data with?			HR, Legal, Governors, Headteacher, Candidate Referees		
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?			No		
How long will your data be kept?	When will it stop being used?		Data will be held in line with the Data Retention Schedule Unsuccessful candidates: 6 months from the date of the appointment of the successful candidate		
	How long after this will it be deleted?		Data will be held in line with the Data Retention Schedule		

					Unsuccessful candidates: 6 months from the date of the appointment of the successful candidate			
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input checked="" type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input checked="" type="checkbox"/>	Automate	<input type="checkbox"/>
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:				Education law Eligibility to work in the UK Keeping Children Safe in Education 2016			
	This is what could happen if you refused to let us use your data for this purpose:				Unable to process application/continue with recruitment process Unable to engage/continue to engage			
As you are not giving your data directly to us:	This is who is giving us your personal data:				Previous employer/s, DBS Service, Teaching Regulation Agency, Overseas Embassies			
	This is a source of personal data open to anyone				Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	These are the categories of personal data being given to us				Basic Demographics, e.g. name, address, Date of Birth, references from previous employers, engagement suitability/safeguarding checks, prohibition, right to work and qualifications checks			
Visit the following links for more information about Privacy Law, our obligations and your Rights:								
The ICO Guide to the General Data Protection Regulations 2016 The General Data Protection Regulations 2016								
If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:								
Postal Address	Cedar Hall School							
Email	admin@cedarhall.essex.sch.uk							
Phone Number	01268 774723							
If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:								
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF							
Online Form	https://ico.org.uk/concerns/handling/							
Phone Number	0303 1231113							