

PRENTON HIGH SCHOOL FOR GIRLS

Privacy Notice for Staff, Governors, Contractors and Volunteers

INTRODUCTION

Prenton High School for Girls ("the School", "we", "us" or "our") is committed to protecting the privacy and security of personal information.

This Privacy Notice explains how we collect, use, store and share personal information relating to employees, workers, agency staff, volunteers, governors, trustees, contractors and job applicants.

The School is the Data Controller for the purposes of UK data protection legislation, including:

- UK General Data Protection Regulation (UK GDPR);
- Data Protection Act 2018; and
- Data (Use and Access) Act 2025.

DATA CONTROLLER DETAILS

Data Controller:

Prenton High School for Girls

Data Protection Officer:

Mrs H Sanderson

Email: sandersonh@prentonhighschool.co.uk

THE INFORMATION WE COLLECT

We may collect, use, store and share the following categories of personal information:

Identity Information

- name
- title
- date of birth
- employee number
- photograph
- national insurance number

Contact Information

- home address
- email address
- telephone numbers
- emergency contact details

Employment Information

- contract details
- salary and payroll information
- pension details
- working hours
- absence records
- disciplinary records
- grievance records
- capability records

Reviewed:	Summer Term 2026
Ratified:	Summer Term 2026
Next Review:	Summer Term 2027

- appraisal records
- training records
- professional qualifications
- performance management records

Recruitment Information

- application forms
- interview notes
- references
- qualifications
- employment history
- right to work documentation

Safeguarding and Compliance Information

- DBS information
- barring checks
- prohibition checks
- childcare disqualification information
- safeguarding declarations

Special Category Information

Where necessary we may process:

- health information
- disability information
- occupational health reports
- ethnicity information
- religion or belief information (where relevant)
- trade union membership information

Financial Information

- bank account details
- payroll information
- taxation information

Technical Information

- school email usage
- network activity
- device logs
- CCTV images
- access control records

HOW WE COLLECT INFORMATION

We collect personal information:

- directly from you;
- from application forms and recruitment processes;
- from references supplied by previous employers;
- from occupational health providers;
- from DBS and safeguarding agencies;
- from pension providers;
- from payroll providers;
- from government departments and agencies;
- from CCTV and security systems;
- through your use of school systems and equipment.

WHY WE PROCESS YOUR INFORMATION

WE PROCESS PERSONAL INFORMATION FOR THE FOLLOWING PURPOSES:

- recruitment and selection;
- safeguarding and safer recruitment;
- workforce management;
- payroll administration;
- pensions administration;
- payment of salaries and expenses;
- staff development and appraisal;
- compliance with employment law;
- management of sickness absence;
- health and safety;
- equality monitoring;
- security and crime prevention;
- management of school systems and IT services;
- compliance with statutory obligations;
- responding to legal claims;
- maintaining appropriate employment records.

OUR LAWFUL BASIS FOR PROCESSING

Under UK GDPR we process personal information using one or more of the following lawful bases:

Article 6(1)(c) Legal Obligation

Where processing is necessary to comply with legal obligations placed upon the School.

Article 6(1)(e) Public Task

Where processing is necessary for the performance of tasks carried out in the public interest as an educational institution.

Article 6(1)(b) Contract

Where processing is necessary for the performance of an employment contract.

Article 6(1)(f) Legitimate Interests

Where appropriate, for purposes such as security, fraud prevention and business administration.

Special Category Data

Where we process special category information we rely on relevant conditions under Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018, including:

- employment and social protection law obligations;
- safeguarding of children and individuals at risk;
- occupational health purposes;
- equality monitoring;
- substantial public interest conditions.

WHO WE SHARE INFORMATION WITH

We may share information where necessary with:

- Department for Education;
- Local Authorities;
- Teaching Regulation Agency;
- Disclosure and Barring Service;
- HM Revenue and Customs;

- Teachers' Pensions;
- Merseyside Pension Fund;
- payroll providers;
- occupational health providers;
- legal advisers;
- auditors;
- insurers;
- courts and tribunals;
- safeguarding partners;
- police and law enforcement agencies;
- IT service providers and data processors.

We only share information where there is a lawful basis for doing so.

INTERNATIONAL TRANSFERS

Where personal information is transferred outside the United Kingdom, we will ensure appropriate safeguards are in place in accordance with UK GDPR requirements.

HOW LONG WE KEEP INFORMATION

Personal information will be retained in accordance with the School's Records Retention Schedule.

Retention periods vary according to the nature of the information and legal requirements.

When information is no longer required it will be securely deleted or destroyed

AUTOMATED DECISION MAKING

The School does not normally make decisions based solely on automated processing that produce legal or similarly significant effects.

If this changes, individuals will be informed of their rights and safeguards.

DATA SECURITY

The School takes appropriate technical and organisational measures to protect personal information against accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access.

YOUR DATA PROTECTION RIGHTS

Subject to legal limitations, individuals have the right to:

- be informed about processing;
- request access to personal information;
- request rectification of inaccurate information;
- request erasure in certain circumstances;
- request restriction of processing;
- object to processing in certain circumstances;
- request transfer of information where applicable;
- withdraw consent where consent is relied upon.

Requests should be made to the Data Protection Officer.

DATA PROTECTION COMPLAINTS

If you have concerns about how your personal information is being handled, you should contact the Data Protection Officer in the first instance.

The School maintains an internal data protection complaints process. Complaints will be acknowledged, investigated and responded to in writing.

If you remain dissatisfied following the School's response, you may complain to the Information Commissioner's Office.

INFORMATION COMMISSIONER'S OFFICE

The ICO is the UK's independent authority for data protection.

You can contact the ICO via its website or by telephone if you are dissatisfied with the School's handling of your personal information.

CHANGES TO THIS NOTICE

We may update this Privacy Notice from time to time.

The latest version will always be available from the School.