



Privacy Notice for Staff (how we use your information)

About us

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **individuals we employ, or who otherwise engage to work at our school**. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy as soon as reasonably practical.

We, at SMART, are a data controller for the purposes of UK Data Protection Law.

We will comply with the data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept securely

Our data protection officer is contactable via lfoy@smart-trust.net

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your name
- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information

- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Information about your use of our information and communications systems, equipment and facilities (e.g. school computers)

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Sickness records
- Photographs and CCTV images captured in school
- Information about trade union membership

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and local authorities, and the Disclosure and Barring Service in respect of criminal offence data.

Why we use this data

We collect and use the data listed above to:

- a) Enable you to be paid
- b) Check your entitlement to work in the UK
- c) Determine the terms on which you work for us
- d) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- e) Support effective performance management
- f) Inform our recruitment and retention policies
- g) Allow better financial modelling and planning
- h) Enable equalities monitoring
- i) Improve the management of workforce data across the sector
- j) Support the work of the School Teachers' Review Body
- k) Make sure our information and communications systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely
- l) Ascertain your fitness to work
- m) Manage sickness absence

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we

may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Use of your personal data in automated decision making and profiling

We don't currently put staff personal data through any automated decision making or profiling process. This means we don't make decisions about you using only computers, without any human involvement.

If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

Use of your personal data for filtering and monitoring purposes

While you're in school, we may monitor your use of our information and communication systems. We do this so that we can:

- Comply with health and safety law and other laws
- Comply with our policies (e.g. Safeguarding policy, IT Acceptable Use policy)
- Keep our network(s) and devices safe from people who aren't allowed to access them, and prevent harmful software from damaging our network(s)
- Protect your welfare

The lawful basis on which we use this information

We will only collect and use your information when the law allows us to. We need to establish a 'lawful basis' to do this.

Our lawful bases for processing your personal information are:

For the purposes of supporting learning, monitoring progress, and meeting the statutory duties placed upon us by the DFE, in accordance with the 'public task' basis – we need to process data to fulfil our official duties as a school as set out here:

- Education Act 1996
- Education Act 2002
- Education (Information about Individual Pupils) (England) Regulations 2013
- GDPR UK

For the purposes of looking after your welfare, health and safety (safeguarding), in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law as set out here:

- KCSIE 2025
- Health & Safety at Work 1974
- GPDR UK

For the purposes of complying with our policies in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law as set out here:

- KCSIE 2025
- Health & Safety at Work 1974

- GPDR UK

For the purposes of providing catering services and in accordance with the “contract” basis – we need to process personal data to fulfil a contract in managing catering services and meeting the data processing needs of other third party service providers. We will process data to meet our responsibilities under law as set out here:

- GDPR UK

For the purposes of health and safety and safeguarding, in accordance with the ‘vital interests’ basis – we will process this personal data in a life-or-death situation.

Where we're allowed to use your information ('given consent'), you may take this back at any time.

Our basis for using special category data

For 'special category' data (more sensitive personal information including gender, employment, medical conditions), we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have got your explicit consent to use your information in a certain way
- We need to use your information under employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have got your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made obviously public by you
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts or tribunals

How we store this data

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary. Our record retention schedule/records management protocols sets out how long we keep information about parents and carers.

Please contact the DPO if you need more information on record keeping and retention.

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

Biometric Data

You have the right to choose not to use the school's biometric system(s). We will provide alternative means of accessing the relevant service. For example, you can be allocated a pin number to use for cashless catering.

You can withdraw consent, at any time, and we will make sure that any relevant data already captured is deleted.

Photographs and videos

As part of our school activities, we may take photographs and record images of individuals within our school. These can be used in a wide range of media including school prospectuses, newsletters, leaflets or on our websites and social media as part of a record of school events or in creating promotional materials. We will obtain consent from staff for their use of their images in such media. Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

When using photographs and videos in this way we will not accompany them with any other personal information about staff without their consent.

CCTV

We use CCTV in various locations around the school sites to ensure it remains safe. We will follow the ICO Guidance for the use of CCTV, and comply with data protection principles.

[CCTV and video surveillance | ICO](#)

We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

Storing and Retaining data – data protection

We keep personal information about you while your child/children are attending our schools. We may also keep it after you stop attending our school, if this is necessary. For details on our retention policy please contact the school.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, changed, or disclosed (given or told to someone else).

Data protection by design and default

We put measures in place to show that we have integrated data protection in all of our data processing activities, including:

Appointing a DPO, and ensuring they have the necessary resources to fulfil their duties and maintain their expert knowledge

Only processing personal data that is necessary for each specific purpose of processing, and always in line with the data protection principles set out in relevant data protection law

The use of our data sharing application WONDE to provide necessary data sharing agreements to provide assurances on data protection from third party users of data.

At school administration level data protection impact assessment (DPIA) processes/forms are used where necessary to determine data handling needs/risks and apply appropriate measures when purchasing new technologies or considering the processing of high risk data such as special category data. We consider who is requesting the data, the purpose for which the data is required, the level and sensitivity of data (special category) and arrangements in place to store and handle the data. An example of this might include using a new third party data sharing service.

Regularly training members of staff on data protection law and guidance.

Where necessary putting appropriate safeguards in place if we transfer any personal data outside of the UK, where different data protection laws may apply

Data security and storage of records

We will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage.

In particular:

Paper-based records and portable electronic devices, such as laptops and hard drives that contain personal data, are kept safe when not in use

Papers containing confidential personal data must not be left on office desks or left anywhere else where there is general access

Passwords are used to access school computers, laptops and other electronic devices.

Staff, pupils or governors who store personal information on their personal devices are expected to follow the same security procedures as for school-owned equipment (see our policy on acceptable use)

Where we need to share personal data with a third party, we carry out due diligence and take reasonable steps to ensure it is stored securely and adequately protected

AI (Artificial Intelligence)

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers are familiar with generative chatbots and other AI driven technologies. We recognise that AI has many benefits and uses in our schools to support learning and administration. However, its use can pose a data loss risk if not used and managed

carefully. As with data held in electronic or paper form, the greatest risk is to confidential, sensitive and personal data.

To ensure that all confidential, personal and sensitive data remains secure, no staff will be permitted to enter such data into generative AI tools or chatbots.

Disposal of records

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it.

For example, we will shred or incinerate paper-based records (use of third party to manage confidential waste) and overwrite or delete electronic files. If we do so, we will require the third party to provide sufficient guarantees that it complies with data protection law.

Who we share information with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Cornwall Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Our regulator, Ofsted
- Suppliers and service providers:
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

In addition, we also share data securely with third party software systems or service providers:

- information management systems;
- online payments providers;
- cashless catering systems;
- safeguarding management and reporting systems.
- Online resource services such Classcharts/Schoolscomms/Satchel
1/Tassomai/MyMaths/Sparx/Seneca/SISRA/Insight Tracking (others as required)

Your Rights

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

Your Other Rights

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact Data Protection Officer – Mr I Foy – ifoy@smart-trust.net

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