



Wyvern Academy Staff Privacy Notice

Important information for all employees regarding the General Data Protection Regulation 2018 (GDPR)

In keeping with the General Data Protection Regulations that came into force in May 2018 we are obliged to inform staff of two key aspects of school data which affect everybody:

- Your *rights* with regards to the data we hold about you
- Your *responsibilities* as an employee handling data about our students

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1. Your Personal Information

The school will collect your personal data in order to carry out its contractual responsibilities as an employer. This information is collected from you initially on your appointment and will be updated as required, depending on changes to that contract or due to your personal circumstances.

The personal information held by the school is included in **Appendix 1**, but this list may not be exhaustive as this will depend on your particular contract and duties.

Your information will be used for a range of purposes as included in **Appendix 1**.

2. Information Technology Security

When working for Wyvern Academy you must comply with all the information and data protection policies, including the **Online Safety Policy**, **Acceptable Use Policy** and **Staff Code of Conduct**. See these policies for much more detailed information regarding your responsibilities.

Working in a school office: When working in an office you must ensure you comply with policies when operating ICT equipment, such as PCs, laptops and tablets. You should consult and respond to any communications from the school's Senior IT Systems Technician when there are updates or changes to the school network or hardware devices.

Mobile technology: When using smart phones to access Outlook/Office 365, this device is not to be shared with others and is to be protected by a PIN code at all times.

Home working: If you work at home, you should ensure you use a school laptop that is password protected and includes security software. The school laptop will allow you to remotely access folders and files from the school's server.

You may also access Outlook/Office 365 on a home device as long as:

- Your home PC does not save passwords entered
- You do not save screenshots or print screens to local printers
- No school-related data/information is transferred to the home PC.

You must not forward email from your school email mailbox to your home email account or instruct anyone to send mail to your home email account for business reasons.

Taking school documents home is discouraged and should only be done in circumstances where this is necessary to perform essential work.

3. Monitoring and surveillance of employees

All emails and activities carried out on school IT systems, including those on social media platforms, are subject to monitoring and scrutiny and therefore you should be aware that any activity on the internet, and any email message composed, received or sent on a school network may be monitored if required for compliance purposes.

All email used to carry out school business is subject to potential disclosure under the Data Protection and Freedom of Information legislation, this could include personal email accounts.

CCTV is used inside school and also covers a number of key outside points on campus – this is used for the purposes of health and safety, protecting lone working, for the prevention and detection of crime and for contract compliance. The school will provide appropriate signs where CCTV is in operation. See CCTV policy for further details.

Additional Statutory Purposes

You should be aware that information about you held on our payroll system (which is managed by Dorset County Council) may be used to prevent and detect fraud. The school has a duty under the Crime and Disorder Act 1988 to share information with other organisations which handle public funds. Such arrangements form part of the annual audit required by the Digital Economy Act 2017 and will normally involve matching data from various databases held by participating authorities.

Additional contractual non-statutory purposes

Photographs: In order to improve the provision of security in the school and recognition of employees by both fellow employees and our students, parents and visitors, the school requires a photograph of you for ID badges. This image will not be shared or be available to anyone outside of the school. The school will provide a facility for having this photograph taken.

Additional non-contractual non-statutory purposes

Home email address: Personal documents, prepared by Human Resources and the school will often be sent via email to your personal email address during the recruitment process prior to your appointment. You will be required to provide an email address for this purpose unless there are exceptional circumstances. The email address will be collected as part of the new starter process. This email will not be shared or used for any other purpose. Once you are employed and have a work email address we will communicate with you via this email address except in exceptional circumstances such as communicating with you when you are away from work for extended periods of time.

4. Retention and Disposal of Records

Your employee records will be retained in accordance with Data Protection legislation and business requirements. They will be stored securely, will not be retained for longer than necessary, and will be securely destroyed once their retention period has expired.

Your Data Protection Rights:

Under the provisions of the GDPR 2018 you have the following rights.

- a) **Notification:** To be informed of how your personal data is processed – this document aims to provide you with that information. If you want more details about how your personal information is processed by the school please see **appendix 1** or contact Sylvia Anthony or David Tomlinson, Personnel Managers.
- b) **Access:** To have access to your personal information – if you want a copy of your personal information held by the school, please contact Sylvia Anthony or David Tomlinson, on how to make a Data Subject Access Request.
- c) **Rectification:** To have errors in your personal data corrected – if you believe we hold information about you that is incorrect, please contact Sylvia Anthony or David Tomlinson, to discuss the process of rectification under the provisions of the Regulations.
- d) **Erasure:** To have your personal information erased – if you want us to delete/destroy information held about you please contact Sylvia Anthony or David Tomlinson, to discuss if this is allowed under the provisions of the Regulations.
- e) **Restriction:** To restrict processing of your personal data while c) and d) are being considered – if you want us to restrict processing of your information held about you please contact Sylvia Anthony or David Tomlinson to discuss if this is allowed under the provisions of the Regulations
- f) **Portability:** To have a copy of your personal information transferred to another data controller in a machine readable format – if you want the school to transfer your personal information please contact Sylvia Anthony or David Tomlinson to discuss if this is allowed under the provisions of the Regulations.

5. Confidentiality and Data Protection

Confidentiality: You must not divulge school company business to anyone unless expressly authorised to do so. You should make yourself aware of and comply with the school's code of conduct which highlights your responsibility in respect of confidentiality. You must not make statements on the school to the press or other media in an official capacity unless your job description requires you to do so.

Data protection: You have a duty to ensure that you comply with the relevant provisions of the current Data Protection Legislation. Please also refer to the school's Data Protection policy. If you use personal data, as defined by the legislation, you should ensure that this data is processed fairly, lawfully and in accordance with the terms of the current legislation. When updated guidance on the topic of Data Protection is issued it is your responsibility to ensure that you make yourself aware of your responsibilities and seek guidance as required from our Data Protection Officer.

Contact details:

Sylvia Anthony/David Tomlinson Personnel Managers

Tel: 01305 817917

Email HR@wyvern.email

Appendix 1

Personal data which may be provided by employees to Wyvern Academy, and which is retained on school systems:

- **Name**
- **Address**
- **Date of birth**
- **Ethnicity**
- **Religion**
- **Disability status**
- **Sexual orientation**
- **Marital status**
- **Phone number – home**
- **Phone number – personal**
- **Email address – personal**
- **Bank details**
- **Pension details**
- **National Insurance number**
- **Professional registrations held**
- **Qualifications held**
- **Absence information**
- **Employment information – live warnings etc**
- **Visa/right to work information**
- **DBS information**

^Purposes for which your personal data will be used:

- **Recruitment**
- **Pay**
- **Employee management**
- **Occupational Health**
- **Employee communications (statutory)**
- **Pensions**
- **Regulatory school financial reporting to the ESFA**