



KNIGHTSBRIDGE
SCHOOL

Employee Privacy Notice

Who does this apply to?

This privacy notice applies to employees and workers of Knightsbridge School and those applying to work at Knightsbridge School. It also applies to former employees and workers at Knightsbridge School.

Why do we collect and use employee information? (Lawful basis for processing)

We collect and use employee information under section 6(1)(b) of the GDPR which states 'Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract' and article 9(2)(b) 'The processing is necessary in the context of employment law, or laws relating to social security and social protection.' Therefore, we collect and process your data:

- for the school's legitimate interests
- to ensure that we can meet the terms of your contract of employment
- for your health, safety and welfare
- for child protection and other regulatory purposes

We use employee data to:

- carry out required legal background checks (DBS)
- ensure employees have a right to work in the UK
- ensure employees receive their salary and pension contributions
- monitor and review performance and pay
- monitor sickness and absence levels
- fulfil our duty of care to employees
- enable a comprehensive picture of our staffing and how it is deployed
- inform the development of recruitment and retention policies
- support our financial modelling and planning

The categories of employee information that we collect, hold and share include:

- Personal information (such as name and address)
- Financial information (such as bank account data, National Insurance number, tax code)
- Characteristics (such as language, nationality, country of birth)
- Sickness and absence information
- Relevant medical information

Collecting employee information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

There is no automated decision making or profiling which is undertaken with your data.

Storing data

We store our employee data in locked files and on a secure area of our server which can be accessed only by the HR team. Line Managers are entitled to access the performance management information of their team members.

We retain information as follows:

Single Central Register	Indefinite
Contract of Employment	Duration of employment plus 7 years
Appraisals and performance management documents*	Duration of employment plus 7 years
Personnel file*	Duration of employment plus 7 years
Payroll and salary records	7 years
Pension records	Indefinite
Job Application and interview records	Up to 1 year from date of application
Immigration Records	Duration of employment plus 4 years
Health Records*	Duration of employment plus 7 years

* Information may be retained for a longer duration if child protection matters require this.

Who do we share employee information with?

We routinely share employee information with:

- Pensions authorities – TPS, People’s Pension
- DBS Clearance provider – Atlantic Data
- Payroll company – Payroll management
- The Department for Education (DfE)
- Directors and Advisors of the Knightsbridge School Ltd
- Auditors – Shipleys
- Consultants engaged to advise on HR and Staff Development – eg MindKind, Octagon HR
- IT Contractor

It is not necessary for data to be transferred abroad. The exception to this will be international trips that the school organises; should this be envisaged for you, you will be contacted for your consent, the consent will be limited in time and content if it be required.

Requesting access to your personal data

Under data protection legislation, employees have the right to request access to information about them that we hold. To make a request for your personal information contact the Bursar. We respectfully request that although you are under no legal obligation to do so, you request information during term time to give the school the best opportunity to comply with your request within one month.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress

- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact Elaine Williamson, Bursar