Our Rock Academy

Privacy Notice – Workforce

Introduction

Our Rock Academy is committed to protecting the privacy and personal information of everyone who works for or on behalf of the school. This Privacy Notice explains how we collect, use and protect your personal information and outlines your rights under UK data protection law.

The school is the Data Controller for the personal information it processes.

What information do we collect?

The school collects and processes personal information needed to recruit, employ and support members of the workforce. Depending on your role, this may include:

- personal and contact details;
- employment history and qualifications;
- identity and right to work documentation;
- Disclosure and Barring Service (DBS) information where required;
- payroll, pension and banking details;
- absence, leave and attendance records;
- performance management, appraisal and training records;
- health information where relevant to your employment;
- photographs for identification purposes; and
- information required to meet safeguarding and legal obligations.

Why do we use your information?

We use your personal information to:

- recruit and employ staff;
- pay salaries and administer pensions;
- meet our legal obligations as an employer;
- safeguard pupils and maintain a safe working environment;
- support staff wellbeing and professional development;
- manage attendance, appraisal and performance;
- provide access to school systems and facilities; and
- fulfil our responsibilities to regulatory bodies and government agencies.

Where consent is required for a specific purpose, we will ask for it separately.

Who do we share information with?

We only share personal information where there is a lawful reason to do so.

This may include HM Revenue & Customs (HMRC), pension providers, payroll providers, the Department for Education where applicable, the Disclosure and Barring Service, occupational health providers, insurers, legal advisers, auditors and other organisations providing services on behalf of the school.

Information may also be shared where required by law or where necessary to safeguard children or vulnerable adults.

How do we keep information secure?

The school takes appropriate measures to protect personal information against unauthorised access, loss or misuse.

Information is stored securely, access is restricted to authorised staff and appropriate technical and organisational security measures are in place. All employees are expected to handle personal information responsibly and comply with the school's Data Protection Policy and Staff Code of Conduct.

How long do we keep information?

Employment records are retained only for as long as necessary to meet legal, contractual and operational requirements.

Retention periods are set out in the school's Records Management and Retention Policy, after which records are securely destroyed or archived where appropriate.

Your rights

Under UK data protection law, you have the right to:

- be informed about how your personal information is used;
- request access to the personal information we hold about you;
- request correction of inaccurate information;
- request restriction or deletion of information where the law permits; and
- make a complaint if you believe your information has been handled incorrectly.

Requests should be made to the Headteacher.

Further Information

If you have any questions about this Privacy Notice or the way the school processes personal information, please contact the Headteacher.

Our Data Protection Officer is Michelle Homer. She can be contacted at michelle.homer@ourrockacademy.co.uk

If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO).