



LAMBROOK

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POTENTIAL
SINCE 1860

Privacy Notice for the School Workforce

Privacy Officer (PO)

The designated Privacy Officer (PO) in School is Amelia Sinclair, Compliance Officer. The PO is responsible for all issues relating to Data Protection and any queries should be directed to her on amelia.sinclair@lambrookschool.co.uk or 01344 882717.

Who is in the Workforce

For the purposes of this privacy notice, the workforce includes every adult who works within the school or with the pupils of the school, which includes, but is not restricted to; employees, contractors' staff, peripatetic staff, Governors and volunteers.

The Data Protection Act 1998: How we use your information

The School gathers information about members of the workforce through the application process, the DBS procedure and by reference from former employers or personal referees. We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. The collection of this information will benefit users by:

- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- applying for DBS clearance to enable employment in the school
- providing references to future employers
- allowing better financial modelling and planning
- improving the management of workforce data across the independent education sector
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as names, contact details and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications, CPD and absence information.

In addition, we collect photographic images of our staff which we use for purposes of identification and also for informing the school community of joiners and leavers in the School magazine. On

occasion, members of staff may feature in photographs of school events, or class photographs which are then used in marketing material.

Images of staff, parents, pupils and other visitors to the School will be captured by our CCTV system which monitors public areas including the main entrance used by visitors, the pedestrian and vehicle gates, and the entrances to all other School buildings. The School does not have CCTV cameras inside any buildings. These images are collected and stored in line with the Lambrook Security Statement and Data Protection Policy. The images do not leave School premises and are never shared with any third party, with the potential exception of law enforcement agencies in the event of a security breach. Images are kept for no longer than ten days.

Upon leaving the workforce of the school, your personal data will be archived for seven years from the start of the academic year after your leaving. The exception to this is any material relating to a potential safeguarding issue, which will be archived indefinitely.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority
- the Department for Education (DfE)

This Privacy Notice should be read in conjunction with the Recruitment Policy, the Child Protection & Safeguarding Policy and the Whistleblowing Policy

If you require more information about how we and/or DfE store and use your personal data please visit:

- [Bracknell Forest Council Data Protection](#)
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you would like to see a copy of the information about your child that we hold, please contact the Privacy Officer, Mrs Amelia Sinclair on amelia.sinclair@lambrookschool.co.uk or 01344 882717.

If you have any complaint about the way your data is handled please refer to the School's [Grievance Procedure](#). If after following the grievance process you think we have not dealt with your request for information properly, you can complain to the [Information Commissioners Office](#).