



SOMERHILL

PRIVACY NOTICE FOR STAFF

How We Use Your Information

Owner: Data Protection Officer

Reviewed: September 2023

Next review due: September 2024

Version Control – Internal Use Only

Version No	Summary of Changes	Author	Version Date	Status
1	Re-drafted Notice	DPO	Mar 2023	Draft
2	Notice Review	DPO	Sep 2023	Final



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Privacy Notice for Staff

Who processes your information?

Somerhill Charitable Trust (Somerhill) process personal data relating to those we employ to work at or otherwise engage to work at Somerhill. This is for employment purposes to assist in the running of Somerhill and/or to enable individuals to be paid.

How we use your information

This personal data includes identifiers such as names and National Insurance numbers, employment contracts and remuneration details, qualifications and absence information. It will also include sensitive personal data such as ethnic group, medical information and trade union membership (if you choose to supply this information to us).

During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract
- The processing is necessary for the performance of a legal obligation to which Somerhill is subject, for example our legal duty to safeguard pupils
- The processing is necessary to protect the vital interests of others, i.e., to protect pupils from harm
- The processing is necessary for the performance of our education function which is a function in the public interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it and whether there is a legal requirement on the school to collect it. If there is no legal requirement, then we will explain why we need it and what the consequences are if it is not provided.

How we share your information with third parties

Somerhill 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 the personal data which we collect to:

- the HMRC
- the Department for Education (DfE)



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The collection of this information will benefit local users by:

- improving the management of workforce data
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring

We disclose personal data about you to the Disclosure and Barring Service (DBS) for the purposes of carrying out checks on your suitability for work with children.

We disclose details about you including National Insurance number and absence information to our payroll provider to enable you to be paid.

We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make National Insurance contributions.

Where you have decided to become part of a salary sacrifice scheme e.g., Cycle to Work, we share your details with the provider to the extent necessary for them to provide the vouchers to you.

We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the TPS, for others the scheme is held with Aegon.

There may be occasions where Somerhill needs to share personal information about staff with professional third parties. These professional third parties include:

- Advisers (health, complaint resolution services, legal departments, insurance services and accountants) with whom the school has a contract for services
- Contractors with whom the school has a contract to provide services directly on the schools' behalf. These include catering services and IT providers,
- Formal government departments (HMRC, DfE, Police or LA)
- Regulatory departments (Independent Schools Inspectorate or the Information Commissioners Office {ICO}).

Personal information may also be shared with third parties who process data on behalf of the school web-based IT services, website developers and cloud storage providers.

Any information shared with third parties is subject to contractual arrangements and appropriate GDPR compliance of the relevant organisation.



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Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract
- The disclosure is necessary for the performance of a legal obligation to which the school is subject, for example our legal duty to safeguard pupils
- The disclosure is necessary to protect the vital interests of others, i.e., to protect pupils from harm
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

How long we keep your personal information

Somerhill only keeps your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our Information Governance Policy.

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the school office in the first instance.

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer who can be contacted at dpo@specialistredactionservice.co.uk and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire. SK9 5AF. Tel: 0303 123 1113