



INFINITI SCHOOL

PRIVACY NOTICE FOR EMPLOYEES/WORKERS

In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you, our employees, of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

This notice applies to current and former employees and workers.

A) DATA PROTECTION PRINCIPLES

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) processing is fair, lawful and transparent
- b) data is collected for specific, explicit, and legitimate purposes
- c) data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- d) data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- e) data is not kept for longer than is necessary for its given purpose
- f) data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
- g) we comply with the relevant GDPR procedures for international transferring of personal data

B) TYPES OF DATA HELD

We keep several categories of personal data on our employees in order to carry out effective and efficient processes. We keep this data in a personnel file relating to each employee and we also hold the data within our computer systems, for example, our holiday booking system.

Specifically, we hold the following types of data, as appropriate to your status:

- a) personal details such as name, address, phone numbers
- b) name and contact details of your next of kin
- c) your photograph
- d) your gender, marital status, information of any disability you have or other medical information
- e) right to work documentation
- f) information on your race and religion for equality monitoring purposes
- g) information gathered via the recruitment process such as that entered into a CV or included in a CV cover letter
- h) references from former employers
- i) details on your education and employment history etc
- j) National Insurance numbers
- k) bank account details
- l) tax codes
- m) driving licence
- n) criminal convictions
- o) information relating to your employment with us, including:
 - i) job title and job descriptions



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- ii) your salary
- iii) your wider terms and conditions of employment
- iv) details of formal and informal proceedings involving you such as letters of concern, disciplinary and grievance proceedings, your annual leave records, appraisal and performance information
- v) internal and external training modules undertaken
- vi) information on time off from work including sickness absence, family related leave etc

- p) CCTV footage
- q) building access card records
- r) IT equipment use including telephones and internet access.

C) COLLECTING YOUR DATA

You provide several pieces of data to us directly during the recruitment period and subsequently upon the start of your employment.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

Personal data is kept in files or within the Company’s HR and IT systems.

D) LAWFUL BASIS FOR PROCESSING

The law on data protection allows us to process your data for certain reasons only. In the main, we process your data in order to comply with a legal requirement or in order to effectively manage the employment contract we have with you, including ensuring you are paid correctly.

The information below categorises the types of data processing, appropriate to your status, we undertake and the lawful basis we rely on.

Activity requiring your data	Lawful basis
Carry out the employment contract that we have entered into with you e.g. using your name, contact details, education history, information on any disciplinary, grievance procedures involving you	Performance of the contract
Ensuring you are paid	Performance of the contract
Ensuring tax and National Insurance is paid	Legal obligation
Carrying out checks in relation to your right to work in the UK	Legal obligation
Making reasonable adjustments for disabled employees	Legal obligation
Making recruitment decisions in relation to both initial and subsequent employment e.g. promotion	Our legitimate interests
Making decisions about salary and other benefits	Our legitimate interests
Ensuring efficient administration of contractual benefits to you	Our legitimate interests
Effectively monitoring both your conduct, including timekeeping and attendance, and your performance and to undertake procedures where necessary	Our legitimate interests
Maintaining comprehensive up to date personnel records about you to ensure, amongst other things, effective correspondence can be achieved and	Our legitimate interests



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appropriate contact points in the event of an emergency are maintained	
Implementing grievance procedures	Our legitimate interests
Assessing training needs	Our legitimate interests
Implementing an effective sickness absence management system including monitoring the amount of leave and subsequent actions to be taken including the making of reasonable adjustments	Our legitimate interests
Gaining expert medical opinion when making decisions about your fitness for work	Our legitimate interests
Managing statutory leave and pay systems such as maternity leave and pay etc	Our legitimate interests
Business planning and restructuring exercises	Our legitimate interests
Dealing with legal claims made against us	Our legitimate interests
Preventing fraud	Our legitimate interests
Ensuring our administrative and IT systems are secure and robust against unauthorised access	Our legitimate interests
Providing employment references to prospective employers, when our name has been put forward by the employee/ex-employee, to assist with their effective recruitment decisions	Legitimate interest of the prospective employer

E) SPECIAL CATEGORIES OF DATA

Special categories of data are data relating to your:

- a) health
- b) sex life
- c) sexual orientation
- d) race
- e) ethnic origin
- f) political opinion
- g) religion
- h) trade union membership
- i) genetic and biometric data.

We carry out processing activities using special category data:

- a) for the purposes of equal opportunities monitoring
- b) in our sickness absence management procedures
- c) to determine reasonable adjustments

Most commonly, we will process special categories of data when the following applies:

- a) you have given explicit consent to the processing
- b) we must process the data in order to carry out our legal obligations
- c) we must process data for reasons of substantial public interest
- d) you have already made the data public.

F) FAILURE TO PROVIDE DATA

Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering into a contract of employment with you. This could include being unable to offer you employment, or administer contractual benefits.



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G) CRIMINAL CONVICTION DATA

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment. We use criminal conviction data to determine your suitability, or your continued suitability for the role. We rely on the lawful basis of legal obligation to process this data.

H) WHO WE SHARE YOUR DATA WITH

Employees within our company who have responsibility for recruitment, administration of payment and contractual benefits and the carrying out performance related procedures will have access to your data which is relevant to their function. All employees with such responsibility have been trained in ensuring data is processed in line with GDPR.

Data is shared with third parties for the following reasons: for the administration of payroll, to carry out occupational health assessments, to carry out clinical supervision, to carry out counselling with children, to carry out psychological and academic assessments with children, to carry out mentoring, to carry out further diagnostic assessments, and any other third parties that are considered in the best interests of the child.

We may also share your data with third parties as part of a Company sale or restructure, or for other reasons to comply with a legal obligation upon us. We have a data processing agreement in place with such third parties to ensure data is not compromised. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

We do not share your data with bodies outside of the European Economic Area.

I) PROTECTING YOUR DATA

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

J) RETENTION PERIODS

We only keep your data for as long as we need it for, which will be at least for the duration of your employment with us though in some cases we will keep your data for a period after your employment has ended. Some data retention periods are set by the law. Retention periods can vary depending on why we need your data, as set out below:

1. Records relating to child protection

Basic File Description	Retention Period	Action at End of Administrative Life of Record
Child protection files	Date of birth + 25 years	Secure disposal
Allegation of child protection nature against a member of staff, including where the allegation is unfounded	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer	Secure disposal

2. Records relating to governors



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Basic File Description	Retention Period	Action at End of Administrative Life of Record
Minutes	Date of meeting + 6 years	Archived/ stored elsewhere.
Principal set (signed)	Permanent	Must be available in school for 6 years from the meeting. Can then be archived/stored elsewhere.
Inspection copies	Date of meeting + 3 years	Secure disposal
Agendas	Date of meeting	Secure disposal
Reports	Date of report + 6 years	Retain in school for 6 years from report date. Can consider archiving/storing anything important.
Action plans	Date of action plan + 3 years	Secure disposal
Policy documents	Expiry of policy	Retain in school whilst policy operational (this includes if the expired policy is part of a past decision making process).
Complaints files	Date of resolution of complaint + 6 years	Review for further retention in the case of contentious disputes. Secure disposal.
Annual reports required by Dept of Education	Date of report + 10 years	Secure disposal
Proposals for schools to become or be established as Specialist Status schools	Current year + 3 years	Secure disposal

3. Records relating to school management

Basic File Description	Retention Period	Action at End of Administrative Life of Record
Minutes of the senior management team and other internal administrative bodies	Date of meeting + 5 years	Retain in school for 5 years from meeting date. Can consider archiving/storing anything important.
Reports made by the head teacher or management team	Date of report + 3 years	Retain in school for 3 years from report date. Can consider archiving/storing anything important.
Records created by head teachers, deputy head teachers, heads of year and other	Closure of file + 6 years	Secure disposal



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Basic File Description	Retention Period	Action at End of Administrative Life of Record
members of staff with administrative responsibilities		
Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Date of correspondence + 3 years	Secure disposal
Professional development plans	Closure + 6 years	Secure disposal
School development plans	Closure + 6 years	Review for further retention. Secure disposal.
Admissions - if the admission is successful	Admission + 1 year	Secure disposal
Admissions - if the appeal is unsuccessful	Resolution of case + 1 year	Secure disposal
Admissions - secondary schools - casual	Current year + 1 year	Secure disposal
Proof of address supplied by parents as part of the admissions process	As the corresponding admission record	Secure disposal
Supplementary information form including additional information such as religion, medical conditions supplied as part of the admissions process	As the corresponding admission record	Secure disposal

4. Records relating to pupils

Basic File Description	Retention Period	Action at End of Administrative Life of Record
Admission registers	Entry + 7 years	Retain in school for 7 years from entry. Can consider archiving these records if have the facility.
Attendance registers	Date of register + 3 years	Secure disposal
Files from primary schools	Date of birth + 25 years	Transfer to new school/ college or archive.
Secondary school file	Date of birth + 25 years	Transfer to new school/ college or archive.
Special Educational Needs files, reviews and individual education plans	Date of birth + 25 years	Secure disposal



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Basic File Description	Retention Period	Action at End of Administrative Life of Record
Correspondence relating to authorised absence and issues	Date of absence + 2 years	Secure disposal
Public	Year of examination + 6 years	Secure disposal
Internal examination results	Current year + 5 years	Secure disposal
Any other records created in the course of contact with pupils	Current year + 3 years	Review at the end of 3 years and retain with pupil file if necessary. Secure disposal
Statement maintained under the Education Act 1996 Section 324	Date of birth + 30 years	Secure disposal unless legal action is pending
Proposed statement or amended statement	Date of birth + 30 years	Secure disposal unless legal action is pending
Advice and information to parents regarding educational needs	Closure + 12 years	Secure disposal unless legal action is pending
Accessibility strategy	Closure + 12 years	Secure disposal unless legal action is pending
Parental permission slips for school trips, where there has been no major incident	Conclusion of the trip	Secure disposal unless legal action is pending
Parental permission slips for school trips, where there has been a major incident	Date of birth of pupil involved in the incident + 25 years	Secure disposal. Permission slips for all pupils on trip need to be retained for period to show that the rules had been followed for all pupils.
Records created by schools to obtain approval to run an educational visit outside the classroom	Date of visit + 10 years	Secure disposal

5. Records relating to child Curriculum

Basic File Description	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
School development plan		Current year + 6 years	Secure disposal
Curriculum returns		Current year + 3 years	Secure disposal



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Basic File Description	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
Schemes of work		Current year + 1 year	It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal.
Timetable		Current year + 1 year	It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal.
Class record books		Current year + 1 year	It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal.
Mark books		Current year + 1 year	It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal.
Record of homework set		Current year + 1 year	It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal.
Pupils' work		Current year + 1 year	It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal.
Examination results		Current year + 6 years	Secure disposal
SATs records, examination papers and results		Current year + 6 years	Secure disposal
PAN reports		Current year + 6 years	Secure disposal
Value added and contextual data		Current year + 6 years	Secure disposal
Self evaluation forms		Current year + 6 years	Secure disposal

6. Records relating to personnel records

Basic File Description	Retention Period	Action at End of Administrative Life of Record
Timesheets, sick pay	Current year + 6 years	Secure disposal
Staff personnel files	Termination + 25 years	Secure disposal



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Basic File Description	Retention Period	Action at End of Administrative Life of Record
Interview notes and recruitment records	Date of interview notes + 6 months if unsuccessful. If successful place in personnel file.	Secure disposal
Pre-employment vetting information (including DBS number)	Termination + 25 years	Secure disposal
Disciplinary proceedings		
Oral warning	Date of warning + 6 months	Secure disposal
Written warning - level one	Date of warning + 6 months	Secure disposal
Written warning - level one	Date of warning + 12 months	Secure disposal
Final warning	Date of warning + 18 months	Secure disposal
Case not found	If child protection see 1.2, otherwise destroy immediately	Secure disposal
Records relating to accident/injury at work	Date of incident + 12 years	In case of serious accidents a further retention period will need to be applied. Secure disposal
Annual appraisal and assessment records	Current year + 5 years	Secure disposal
Salary cards	Last date of employment + 85 years	Secure disposal
Maternity pay records	Current year + 3 years	Secure disposal
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Current year + 6 years	Secure disposal
Proofs of identity collected as part of the process for checking "portable" enhanced DBS check	Where possible these should be checked and a note/copy of what was checked placed on personnel file. If felt necessary to keep any documentation this will also be placed in personnel file.	Secure disposal of notes/copies and return of originals.

7. Records relating to health and safety



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Basic File Description	Retention Period	Action at End of Administrative Life of Record
Accessibility plans	Current year + 6 years	Secure disposal
Accident reporting		Secure disposal
Adults	Date of incident + 7 years	Secure disposal
Children	Date of birth of child + 7 years	Secure disposal
COSHH	Current year + 10 years	Where appropriate an additional retention period may be allocated. Secure disposal
Incident reports	Current year + 20 years	Secure disposal
Policy statements	Date of expiry + 1 year	Secure disposal
Risk assessments	Current year + 3 years	Secure disposal
Process of monitoring areas where employees and persons are likely to have come in contact with asbestos	Last action + 40 years	Secure disposal
Process of monitoring areas where employees and persons are likely to have come in contact with radiation	Last action + 50 years	Secure disposal
Fire precautions log book	Current year + 6 years	Secure disposal

8. Administrative records

Basic File Description	Retention Period	Action at End of Administrative Life of Record
Employer's liability certificate	Closure of school + 40 years	Secure disposal
Inventories of equipment and furniture	Current year + 6 years	Secure disposal
General file series	Current year + 5 years	Review to see if further retention period required. Secure disposal
School brochure or prospectus	Current year + 3 years	Disposal



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Basic File Description	Retention Period	Action at End of Administrative Life of Record
Circulars (staff, parents, pupils)	Current year + 1 year	Review to see if further retention period required. Secure disposal
Newsletters, ephemera	Current year + 1 year	Review to see if further retention period required. Secure disposal
Visitors book	Current year + 2 year	Review to see if further retention period required. Secure disposal

9. Records relating to Finance

Basic File Description	Retention Period	Action at End of Administrative Life of Record
Annual accounts	Current year + 6 years	Secure disposal
Loans and grants	Date of last payment on loan + 12 years	Secure disposal
Contracts		
Under seal	Contract completion date + 12 years	Secure disposal
Under signature	Contract completion date + 6 years	Secure disposal
Monitoring records	Current year + 2 years	Secure disposal
Copy orders	Current year + 2 years	Secure disposal
Budget reports, budget monitoring etc.	Current year + 3 years	Secure disposal
Invoice, receipts and other records covered by the Financial Regulations	Current year + 6 years	Secure disposal
Annual budget and background papers	Current year + 6 years	Secure disposal
Order books and requisitions	Current year + 6 years	Secure disposal
Delivery documentation	Current year + 6 years	Secure disposal
Debtors' records	Current year + 6 years	Secure disposal
Cheque books	Current year + 3 years	Secure disposal
Paying in books	Current year + 6 years	Secure disposal
Ledger	Current year + 6 years	Secure disposal
Invoices	Current year + 6 years	Secure disposal



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Basic File Description	Retention Period	Action at End of Administrative Life of Record
Receipts	Current year + 6 years	Secure disposal
Bank statements	Current year + 6 years	Secure disposal
Free school meals registers	Current year + 6 years	Secure disposal
Petty cash books	Current year + 6 years	Secure disposal

10. Records relating to property

Basic File Description	Retention Period	Action at End of Administrative Life of Record
Plans	Permanent	Retain in school whilst operational. Can then be archived/stored elsewhere.
Maintenance and contractors	Current year + 6 years	Secure disposal
Leases	Expiry of lease + 6 years	Secure disposal
Lettings	Current year + 3 years	Secure disposal
Burglary, theft and vandalism report forms	Current year + 6 years	Secure disposal
Maintenance log books	Last entry + 10 years	Secure disposal
Contractors' reports	Current year + 6 years	Secure disposal

11. Records relating to local authorities

Basic File Description	Retention Period	Action at End of Administrative Life of Record
Attendance returns	Current year + 1 year	Secure disposal
Circulars from LAs	Whilst required operationally	Review to see if further retention period required. Disposal

12. Records relating to the Department of Education

Basic File Description	Retention Period	Action at End of Administrative Life of Record
HMI reports	These do not need to be kept any longer	Secure disposal



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Basic File Description	Retention Period	Action at End of Administrative Life of Record
OFSTED reports and papers	Replace former report with new inspection report	Review to see if further retention period required. Secure disposal
Returns	Current year + 6 years	Secure disposal
Circulars from Department of Education	Whilst required operationally	Review to see if further retention period required. Disposal

13. Records relating to Family Supports

Basic File Description	Retention Period	Action at End of Administrative Life of Record
Reports for outside agencies - where the report has been included on the case file created by the outside agency	Whilst the child is attending the school	Secure disposal
Referral forms	While the referral is current	Secure disposal
Group registers	Current year + 2 years	Secure disposal

K) AUTOMATED DECISION MAKING

Automated decision making means making decision about you using no human involvement e.g. using computerised filtering equipment. No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

L) EMPLOYEE RIGHTS

You have the following rights in relation to the personal data we hold on you:

- a) the right to be informed about the data we hold on you and what we do with it;
- b) the right of access to the data we hold on you. More information on this can be found in our separate policy on Subject Access Requests;
- c) the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as ‘rectification’;
- d) the right to have data deleted in certain circumstances. This is also known as ‘erasure’;
- e) the right to restrict the processing of the data;
- f) the right to transfer the data we hold on you to another party. This is also known as ‘portability’;
- g) the right to object to the inclusion of any information;
- h) the right to regulate any automated decision-making and profiling of personal data.

More information can be found on each of these rights in our separate policy on employee rights under GDPR.

M) CONSENT



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Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.

N) MAKING A COMPLAINT

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

O) DATA PROTECTION COMPLIANCE

Our appointed compliance officer in respect of our data protection activities is:

Anna Daly, Headteacher, 01795 886687 or headteacher@infinitischool.org.