



Mayesbrook Park School

Alternative Provision for young people in Barking and Dagenham

Privacy Notice for Staff, Volunteers and Workers

This privacy notice explains how the School collects, stores and uses your personal data when you provide the School with information as part of your employment, volunteering or engagement with the School. The School needs to hold personal information about you on the School computer systems and in paper records to help with the daily running of the School.

The School is the data controller of the personal information we process and is responsible for its accuracy and safe keeping. Please help to keep school records up to date by informing us of any change of circumstances.

Senior school staff and in some circumstance's administration staff who have limited access to your data to enable them to perform their duties. Anyone with access to your record is properly trained in confidentiality issues and is governed by a legal duty to keep your details secure, accurate and up to date. All information about you is held securely, and appropriate safeguards are in place to prevent loss.

In some circumstances the School may be required by law to release your details to statutory or other official bodies, for example if a court order is present, or in the case of public educational matters. In other circumstances you may be required to give written consent before information is released.

In some cases, your data may be outsourced to a third-party processor. Where the School outsources data to a third-party processor the same data protection standard that the School upholds are imposed on the processor.

The School Data Protection Officer will oversee and monitor the School's data protection procedures and ensure the School remain compliant with the UK General Data Protection Regulation and the Data Protection Act 2018.

Within this Privacy Notice the School workforce refers to those employed to teach, volunteers or are otherwise engaged to work at the School.

The personal data the School collect, hold and share includes:

- ◇ Personal information (such as name, employee or teacher number, national insurance number, address, date of birth, marital status and gender)
- ◇ Next of kin and emergency contact numbers
- ◇ Salary, annual leave, pension and benefits information
- ◇ Contract information (such as start dates, hours worked, post, roles, references and recruitment information)
- ◇ Right to work information
- ◇ Disclosure and Barring Information (criminal convictions)
- ◇ Work absence information (such as number of absences and reasons)

- ◇ Qualifications and employment records including work history, job titles, working hours, training records and professional memberships
- ◇ Performance information and outcomes of any disciplinary and/or grievance procedures
- ◇ Attendance information (such as sessions attended, number of absences and absence reasons)
- ◇ Relevant medical and dietary information
- ◇ Financial information including bank details
- ◇ Photographs (for internal safeguarding and security purposes, school newsletters, social media (including the School website, Facebook page and X)
- ◇ Copy of driving licence/birth certificate
- ◇ CCTV Images
- ◇ Use of school IT systems including internet, email and device monitoring logs (where applicable)

This list is not exhaustive

The School may monitor emails, internet use, telephone calls and use of school devices where permitted by law, for legitimate purposes such as safeguarding, compliance with policies, or investigation of misconduct. Monitoring is proportionate and in line with the School's ICT Acceptable Use Policy.

What is 'Special Category' personal information?

Some information is 'special' and needs more protection due to its sensitivity. It's often information you would not want widely known and is very personal to you. We may collect this information for staff recruitment, administration and management:

- ◇ sexuality and sexual health
- ◇ religious or philosophical beliefs
- ◇ ethnicity
- ◇ physical or mental health
- ◇ trade union membership
- ◇ political opinion
- ◇ genetic/biometric data

Where the School collects 'special category' data, we only use it when:-

- ◇ You have given explicit consent;
 - ◇ It is necessary to carry out employment law or safeguarding obligations;
 - ◇ It is necessary to protect your vital interests;
 - ◇ It is necessary for reasons of substantial public interest
- and as set out in UK Data Protection Law. Please see our data protection policy for further information.

Why the School collect and use your information

The purpose of processing this data is to help run the School including to:

- ◇ Enable the development of a comprehensive picture of the workforce and how it is deployed
- ◇ Inform the development of recruitment and retention policies
- ◇ Enable individuals to be paid
- ◇ Enabling ethnicity and disability monitoring

- ◇ Facilitate safe recruitment as part of the School safeguarding obligations
- ◇ Support effective performance management
- ◇ Allow better financial modelling and planning

Use of Artificial Intelligence (AI)

The School may use AI tools to support employment, engagement, training, and operational processes. Examples include generating or summarising documents, analysing anonymised performance or attendance data, creating training materials, and automating certain administrative tasks.

Any AI use involving personal data will be proportionate, lawful, and subject to safeguards such as minimising the data processed and ensuring secure storage and transfer. AI outputs are reviewed by staff before being used, and the School does not make decisions about individuals solely by automated means.

If AI is used in a way that significantly affects you, you will be informed and have the right to request human review.

The lawful basis on which the School use this information

The School will only collect and use personal information about you when the law allows us to. Most commonly the School will use it where we need to:

- ◇ Fulfil a contract we have entered into with you
- ◇ Comply with a legal obligation
- ◇ Carry out a task in the public interest

The School process this information under:

- ◇ Article 6(1)(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- ◇ Article 6(1)(c) where processing is necessary for compliance with a legal obligation, such as employment law or safeguarding requirements.
- ◇ Article 9(2)(b) processing is necessary for the purpose of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

Whilst the majority of the personal data you provide to the School is mandatory, some is provided on a voluntary basis. When collecting data, the School will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the School will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

In circumstances where the School have consent to use your personal information, you have the right to remove it at any time. If you want to remove your consent, contact the School's Data Protection Officer.

How long is your data stored for?

The School hold workforce data whilst in employment with the School, and for 6 years following the date you leave the organisation. For certain records, such as payroll or safeguarding allegations, longer retention periods may apply in line with the School's Retention and Deletion Policy.

Who the School share workforce information with?

The School do not share information with anyone without consent unless the law and policies allow the School to do so.

The School is required to share information about the School workforce members with the local authority (LA) under section 5 of the Education (Supply of information about the School workforce) (England) Regulation 2007 and amendments.

The School share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation and links to school funding/expenditure and the assessment education attainment.

Where necessary or required the School may also share information with:

- ◇ School staff and boards
- ◇ The Local Authority including commissioned providers of Local Authority services
- ◇ Financial organisations including HMRC
- ◇ NHS and healthcare professionals
- ◇ Social and welfare organisations
- ◇ Law enforcement organisation and courts
- ◇ Current, past or prospective employers
- ◇ Voluntary and charitable organisations
- ◇ Business associates and other professional advisers
- ◇ Suppliers and service providers
- ◇ Security organisations
- ◇ Press and the media
- ◇ School trip organisations
- ◇ External auditors
- ◇ Employee benefit schemes

Any sharing of personal data is subject to appropriate data sharing agreements or contracts, and a Data Protection Impact Assessment (DPIA) is completed where appropriate.

Your Rights

Under data protection law, you have the following rights:

- ◇ To access your personal data (known as a Subject Access Request)
- ◇ To correct inaccurate or incomplete data
- ◇ To request erasure ('right to be forgotten') in certain circumstances
- ◇ To restrict or object to processing in certain circumstances
- ◇ To withdraw your consent (where applicable)
- ◇ To object to decisions made by automated means (we do not use automated decision-making)

You can exercise these rights under the UK GDPR, DPA and DUAA 2025.

Please note: Employment references are provided in confidence and are generally exempt from disclosure under data protection law and will not normally be shared in response to a subject access request.

If you make a subject access request, and we hold information about you we will:

- ◇ Describe the data we hold
- ◇ Explain why we process it and how long we keep it
- ◇ Tell you where we got it from
- ◇ Tell you who it's shared with
- ◇ Explain any automated decision-making (not applicable here)
- ◇ Provide a copy in an accessible format (unless exemptions apply)

Information relating to or provided by a third person who has not consented to the disclosure, including images removed or obscured may be withheld. If the School can't give you some or any of the information, the School will tell you why.

To make a request for your personal information, please contact the School data protection officer clearly stating:

- ◇ Your name and contact details
- ◇ The Information you want
- ◇ Any details or relevant dates that will help the School process your request.

Article 22 of the UK GDPR has additional rules to protect individuals from decisions made solely for the purpose of automated decision-making and profiling. The School does not carry out any automated decision-making and/or profiling on the workforce.

Use of cookies on our website

Cookies are small files placed on your device that help improve website functionality and user experience. We use cookies to:

- ◇ Analyse website traffic
- ◇ Improve site navigation and usability

You can set your browser to refuse cookies or alert you when cookies are being sent. For more information, visit:

- ◇ <http://www.aboutcookies.org>
- ◇ <http://www.allaboutcookies.org>

Contact Us

If you have any queries about how your personal information is handled contact the School Data Protection Officer by email: dpo@maysbrookparkschool.co.uk

Complaints

If you have concerns about how we collect or use your personal information, please contact our Data Protection Officer.

You also have the right to make a complaint to the Information Commissioner. This includes concerns about your rights under the Data Use and Access Act 2025.

Alternative, you can make a complaint to the Information Commissioner:



Report a [concern online](#)



casework@ico.org.uk



0303 123 1113



Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire,
SK9 5AF

We may update this privacy notice from time to time. The most current version will be available on our website. We may also notify you directly of significant changes. so we recommend that you revisit this information. We may also notify you in other ways from time to time about the processing of your personal information. This version was last updated in September 2025.