



## **Manchester High School for Girls**

### **Privacy Notice**

#### **Employees of the School, or applying to join the School**

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly.

Data will be processed for the purposes of responding to requests for information about joining the School and the School will therefore have a “legitimate interest” for processing basic personal data and sensitive personal data. The data the School holds will be the minimum it requires to form and maintain the contract between you and the School.

The School will share your data with the following companies who have contracts with the School and who have equalled the School’s precautions and systems for dealing with data, these are:

- Health care service provider
- IT Contractor
- IT software provider
- DBS Clearance provider

It is not necessary for data to be shared with other countries, except for international trips that the School organises. Should this be envisaged for you, you will be contacted for your consent which will be limited in time and content if it be required.

The retention period for employee data i.e. personal information (name, dates of employment, role etc.) are kept on a Single Central Register of Appointments for 85 years after staff have left, but all other records (including salary records) will be kept for a minimum of 6 years after staff have left.

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.

You can complain at any time about how the School has handled your data, the Information Commissioner is available as follows:

**ICO helpline is 0303 123 1113. A template letter, should you need it is at the appended to this notice.**

We will obtain the data the School requires from you, should we need data from other sources we will contact you within a month.

We see the provision of personal data as necessary to properly employ you at the School and to administer, and for the School to fulfil its obligations under the contract once you are an employee here.

There is no automated decision making or profiling involved in this data stream into and through the School.

## **Appendix**

### **Template letter**

[Your full address]  
[Phone number]  
[The date]

[Name and address of the organisation]  
[Reference number (if provided within the initial response)]

Dear [Sir or Madam / name of the person you have been in contact with]

#### **Information rights concern**

[Your full name and address and any other details such as account number to help identify you]

I am concerned that you have not handled my personal information properly.

[Give details of your concern, explaining clearly and simply what has happened and, where appropriate, the effect it has had on you.]

I understand that before reporting my concern to the Information Commissioner's Office (ICO) I should give you the chance to deal with it.

If, when I receive your response, I would still like to report my concern to the ICO, I will give them a copy of it to consider.

You can find guidance on your obligations under information rights legislation on the ICO's website ([www.ico.org.uk](http://www.ico.org.uk)) as well as information on their regulatory powers and the action they can take.

Please send a full response within 28 calendar days. If you cannot respond within that timescale, please tell me when you will be able to respond.

If there is anything you would like to discuss, please contact me on the following number [telephone number].

Yours faithfully  
[Signature]