



# Privacy Notice Staff

This privacy notice describes how we collect and use personal information about you during

Education



To monitor and manage staff access to our systems and facilities in order to protect our networks, the personal data of our employees and for the purposes of safeguarding;

To monitor and protect the security of our network and information, including preventing unauthorised access to our computer network and communications systems and preventing malicious software distribution;

Education, training and development activities;

To monitor compliance with equal opportunities legislation;

To answer questions from insurers in respect of any insurance policies which relate to you;

Determinations about continued employment or engagement;

Arrangements for the termination of the working relationship;

Dealing with post-termination arrangements;

Health and safety obligations;

Prevention and detection of fraud or other criminal offences; and

To defend the School in respect of any investigation or court proceedings and to comply with any court or tribunal order for disclosure.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

If you fail to provide certain information when requested, we may not !  
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Collecting information relating to leave of absence, which may include sickness absence or family related leave;

To comply with employment and other laws;

Collecting information about your physical or mental health, or disability status, to ensure your health and welfare in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to manage sickness absence and to administer benefits;

Collecting information about your race or national or ethnic

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations; we require them to respect the security of your data and to treat it in accordance with the law.





You have the right to make a