



## Privacy Notice - Supply and Agency Staff

*This privacy notice has been written to inform prospective, current, and former supply/agency staff employed by **Milecastle Primary School** about how and why we process their personal data.*

### Who are we?

**Milecastle Primary School** a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL

[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)  
01609 53 2526



**\*Please ensure you include the name of the School in all correspondence with the DPO\***

### What information do we collect and why do we need it?

The personal data we collect about you includes:

- Personal identifiers (your name, date of birth etc)

We process your information for the reasons outlined below. This is in order to fulfil our obligations associated with your employment in line with Article 6 (1)(c) of GDPR:

- Legal obligation

All other personal data will be retained by the supply agency.

### **Who has access to your personal data?**

Your information will only be made available to those who need it to do their job in relation to your service. This includes the Head Teacher, the School Business Manager, and relevant administrative staff.

### **Who do we share your personal data with?**

We have duties under the Freedom of Information Act 2000 to disclose information we hold unless there is a very good reason to withhold it. Therefore we may disclose your name and work email address (if applicable) publicly in response to a request if we are required to do so.

### **How long do we keep your personal data for?**

The school will keep your data in line with our Information Policy. Most of the information we process about you will be determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

### **Do you transfer my data outside of the UK?**

Generally the information that the school holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access.

### **What rights do you have over your data?**

Under GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF  
[casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk) // 03031 231113

### **Last Updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 05.03.2020