



Christ the King College

# Privacy Notice for Staff/ Workforce

## 1. Introduction

- Christ the King College is committed to protecting the privacy of staff and its workforce. This notice explains how we collect, use, store, and share your data, and what your rights are. We comply with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

## 2. Who we are

- Christ the King College is the data controller.
- Christ the King College, Wellington Road, Newport, Isle of Wight, PO30 5QT, Tel: 01983 537070

## 3. Information we collect

- Personal details (name, address, date of birth, contact information, ID documents).
- Employment details (contract, salary, performance reviews, qualifications).
- HR records (absence, disciplinary records, training records).
- Financial information (payroll, bank details).
- Medical information (where necessary, e.g., occupational health).
- Safeguarding information.
- CCTV footage.
- IT usage data.

## 4. Why we collect your information

- To manage your employment.
- To pay your salary and benefits.
- To comply with legal obligations (e.g., tax, safeguarding).
- To provide training and development.
- To manage performance.
- To ensure the safety and security of the school.
- To maintain accurate records.

## 5. Legal basis for processing

- Contractual obligation.
- Legal obligation.
- Legitimate interests.
- Public task.
- In some cases, consent.



# Christ the King College

## 6. Who we share your information with

- HMRC.
- Pension providers.
- Local authorities.
- Department for Education.
- Occupational health providers.
- Law enforcement agencies (if required).
- IT support providers.

## 7. How long we keep your information

- Retention periods vary depending on the type of information and will be in line with the school's Records Management Policy.

## 8. Your rights

- Right to access.
- Right to rectification.
- Right to erasure.
- Right to restrict processing.
- Right to data portability.
- Right to object.
- Right to complain to the ICO.

## 9. Data security

- We have security measures in place to protect your information including but not limited to:

-Regular Software Updates

-Data Backups

-Firewalls

-Secure Storage

-Electronic data is stored on secure servers or in secure cloud storage

## 10. Changes to this notice

- We may update this notice from time to time.

## 11. Contact us

- If you have any questions about this privacy notice or your rights, please contact the school.  
[admin@christthekingcollege.co.uk](mailto:admin@christthekingcollege.co.uk)