

LARNE GRAMMAR SCHOOL
DATA PROTECTION POLICY

EXECUTIVE STATEMENT

At **Larne Grammar School** (the “School”), we believe privacy is important. We are committed to complying with our data protection obligations and to being concise, clear and transparent about how we obtain and use Personal Information and how (and when) we delete that information once it is no longer required.

We will review and update this data protection policy (the “Policy”) regularly in accordance with our data protection obligations.

Any queries in relation to this Policy or any of the matters referred to in it should be submitted to the Principal.

The following policies, procedures and documents are also relevant to this Policy:

- Data Breach Management Procedure
- Subject Access Request Procedure
- Disposal of Records Schedule
- ICT Acceptable Use, eSafety and Digital Media Policy
- CCTV Policy
- Mobile Devices Policy
- Safeguarding Policy.

1. Scope

- 1.1. The School is subject to the General Data Protection Regulation (GDPR) which imposes obligations on the School as a Data Controller in relation to the protection, use, retention and disposal of Personal Information. This Policy sets out the procedures that are to be followed when dealing with Personal Information and applies to all Personal Information processed by or on behalf of Larne Grammar School.
- 1.2. You must read this Policy because it gives important information about:
 - the data protection principles with which Larne Grammar School must comply;
 - what is meant by Personal Information and Special Category Data;
 - how we gather, use and (ultimately) delete Personal Information and Special Category Data in accordance with the data protection principles;
 - where more detailed Privacy Information can be found, e.g. about the Personal Information we gather and use about you, how it is used, stored and transferred, for what purposes, the steps taken to keep that information secure and for how long it is kept;
 - your rights and obligations in relation to data protection; and
 - the consequences of our failure to comply with this Policy.
- 1.3. Please refer to the School’s privacy notices [The Privacy notice for Pupils and Parents can be accessed on the school website via the following link: <http://www.larnegrammar.org.uk/wpcontent/uploads/2018/05/Privacy-Notice-Pupils-and-Parents.pdf> . Alternatively, it can be accessed by visiting the school website: www.larnegrammar.org.uk and navigating to **About Us – Policies – Privacy Notice Pupils & Parents**. A hard copy is available on request from the General Office] and, where appropriate, to other relevant policies including in relation to the policies listed above which contain further information regarding the protection of Personal Information in those contexts.

2. Data Protection Principles

- 2.1. GDPR sets out the following principles with which any party handling Personal Information must comply. All Personal Information must be:
 - processed lawfully, fairly and in a transparent manner;

LARNE GRAMMAR SCHOOL
DATA PROTECTION POLICY

- collected for specified, explicit and legitimate purposes only, and will not be further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
- accurate and, where necessary, kept up to date and take reasonable steps to ensure that inaccurate Personal Information are deleted or corrected without delay;
- kept in a form which permits identification of individuals for no longer than is necessary for the purposes for which the information is processed; Personal Information may be stored for longer periods insofar as the data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes subject to implementation of the appropriate technical and organisational measures required by GDPR in order to safeguard the rights and freedoms of the individual; and
- processed in a manner than ensures appropriate security of the Personal Information, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

3. Lawful, Fair and Transparent Processing

3.1. The School will, before any processing of Personal Information starts for the first time, and then regularly while it continues:

- Process the Personal Information on at least one of the following bases:

Consent:

The individual (or their parent/guardian) has given their express agreement to the processing of their Personal Information for one or more specific purposes;

Contractual:

The processing is necessary for the performance of a contract to which the individual is party or in order to take steps at the request of the individual prior to entering into a contract;

Legal Obligation:

The processing is necessary for compliance with a legal obligation to which the School is subject;

Vital Interests:

The processing is necessary for the protection of the vital interests of the individual or another natural person;

Public Interest:

The processing is necessary for the performance of a task carried out in the public interest or exercise of official authority;

Legitimate Interests:

The processing is necessary for the purposes of legitimate interests of the School or a third party, except where those interests are overridden by the interests of fundamental rights and freedoms of the individual, in particular where the individual is a child.

- Except where the processing is based on consent, satisfy ourselves that the processing is necessary for the purpose of the relevant lawful basis (i.e. that there is no other reasonable way to achieve that purpose);
- Document our decision as to which lawful basis applies to help demonstrate our compliance with the data protection principles;

LARNE GRAMMAR SCHOOL
DATA PROTECTION POLICY

- Include information about both the purposes of the processing and the lawful basis for it in our relevant privacy notices;
- Where Special Category Data is processed, identify a lawful special condition for processing that information and document it; and
- Where criminal offence information is processed, identify a lawful condition for processing that information and document it.

4. Rights of the Individual

4.1. The GDPR states that individuals have the following rights in respect of the processing of their Personal Information:

- **The right to be informed:**
The School will keep individuals informed of its processing activities through its privacy notices.
- **The right of access:**
An individual may make a subject access request (“**SAR**”) at any time to find out more about the Personal Information which the School holds on them. All SARs must be forwarded to the Principal c/o Larne Grammar School.
The School is required to respond to a SAR within one month of receipt but this can be extended by up to two months out of term time or in the case of complex and/or numerous requests and, in such cases, the individual will be informed of the need for such extension. The School does not charge a fee for the handling of a straightforward SAR.
- **The right to rectification:**
If an individual informs the School that Personal Information held by the School is inaccurate or incomplete, the individual can request that it is rectified.
- **The right to erasure:**
An individual is entitled to request that the School ceases to hold Personal Information it holds about them.
The School is required to comply with a request for erasure unless the School has reasonable grounds to refuse.
- **The right to restrict processing:**
An individual is entitled to request that the School stops processing the Personal Information it holds about them in certain circumstances.
- **The right to data portability:**
An individual has the right to receive a copy of their Personal Information and use it for other purposes.
- **The right to object:**
An individual is entitled to object to the School’s processing of their Personal Information.
- **Rights in relation to automated decision making and profiling:**
An individual has the right to challenge any decision that is made about them on an automated basis (subject to certain exceptions).
The School is also required to comply with certain conditions if it uses Personal Information for profiling purposes.

5. Data Protection Officer

- 5.1. A Data Protection Officer (DPO) is appointed who will monitor adherence to this policy.
- 5.2. The DPO is required to have an appropriate level of knowledge.
- 5.3. In the case of Larne Grammar School, the Data Protection Officer is the Education Authority The DPO can be contacted at:

LARNE GRAMMAR SCHOOL
DATA PROTECTION POLICY

40 Academy Street
Belfast
BT1 2NQ
Tel: 028 8241 1300
Email: dpo@eani.org.uk

6. Privacy by Design

- 6.1. The School has adopted the principle of privacy by design and will ensure that the definition and planning of all new or significantly changed systems that collect or process Personal Information will be subject to due consideration of privacy issues, including the completion of one or more data protection impact assessments.
- 6.2. The data protection impact assessment will include:
 - Consideration of how Personal Information will be processed and for what purposes;
 - Assessment of whether the proposed processing of Personal Information is both necessary and proportionate to the purpose(s);
 - Assessment of the risks to individuals in processing the Personal Information;
 - The controls necessary to address the identified risks and demonstrate compliance with legislation.
- 6.3. A data protection impact assessment is conducted by the Principal:
 - On every business process periodically;
 - As part of the project calendar admission requirements checklist;
 - At every high-impact change, and/or at the request of the Data Protection Officer.

7. Data Retention & Disposal

- 7.1. The longer that Personal Information is retained, the higher the likelihood is accidental disclosure, loss, theft and/or information growing stale.
- 7.2. Any Personal Information kept by the School is managed in accordance with the Department of Education Disposal of Records Schedule (<https://www.education-ni.gov.uk/publications/disposal-records-schedule>).

8. Data Breach

- 8.1. A data breach is any (potential) unintended loss of control over or loss of Personal Information within the School's environment. Preventing a data breach is the responsibility of all the School staff and its workforce.
- 8.2. Please refer to the School's Data Breach Management Procedure.

9. Third-Party Services and Subcontracting

- 9.1. The School may decide to contract with a third party for the collection, storage or processing of data, including Personal Information (for example, examination boards, canteen payment facilitator, IRFU, Careers Service, travel companies).
- 9.2. If the School decides to appoint a third party for the processing of Personal Information, this must be regulated in a written agreement in which the rights and duties of the School and of the subcontractor are specified. A subcontractor shall be selected that will guarantee the technological and organisational security measures required in this Policy, and provide sufficient guarantees with respect to the protection of the personal rights and the exercise of those rights.
- 9.3. The subcontractor is contractually obligated to process Personal Information only within the scope of the contract and the directions issued by the School.

LARNE GRAMMAR SCHOOL
DATA PROTECTION POLICY

10. Complaints

- 10.1. Complaints will be dealt with in line with the School's complaints policy (available on the school website)
- 10.2. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO's details are as follows:
The Information Commissioner's Office – Northern Ireland
3rd Floor
14 Cromac Place,
Belfast
BT7 2JB
Telephone: 028 9027 8757 / 0303 123 1114
Email: ni@ico.org.uk

11. Definitions

- "consent"** is any freely given, specific and transparently, well-informed indication of the will of the individual, whereby the individual agrees that his or her Personal Information may be processed. Particular requirements about consent can arise from the respective national laws.
- "Personal Information"** (sometimes known as "personal data") means any information relating to an identified or identifiable natural person. An identifiable person is one who can be identified, directly or indirectly — in particular, by reference to an identification number or to one or more factors specific to his or her physical, physiological, mental, economic, cultural or social identity.
- "processing"** means obtaining, recording, organising, storing, amending, retrieving, disclosing and/or destroying information, or using or doing anything with Personal Information.
- "Special Category Data"** (sometimes known as "sensitive personal data") means Personal Information that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic and biometric data and the processing of data concerning health or sex life.

12 Review

This policy will be reviewed and updated annually and in the light of changing legislation or best practice guidance.

LARNE GRAMMAR SCHOOL
DATA PROTECTION POLICY

Appendix 1 – Privacy Notices

**LARNE GRAMMAR SCHOOL
PRIVACY NOTICE
For Pupils & Parents/Families/Carers/Legal Guardians**

ABOUT US

Larne Grammar School is the data controller of the personal information we hold about our pupils and their parents/families/carers/legal guardians. This means that we are responsible for deciding how we hold and use the personal information which we collect.

We are required under the General Data Protection Regulation (GDPR) to notify you of the information contained in this privacy notice.

We collect and use pupil information under the Education Act (Northern Ireland) 2014 and other legislation. You may find the specific legislation at <https://www.education-ni.gov.uk/departments-education-legislation> .

The majority of pupil information you provide to us is information which you are legally obliged to provide but some pupil information is provided to us on a voluntary basis. When collecting information from you we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

This notice applies to prospective, current and former pupils and their families/carers/legal guardians and those applying for a place at the school and their families/carers/legal guardians. We may update this notice at any time but if we do so, we will inform you as soon as reasonably practicable.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the GDPR.

If you have any questions about this privacy notice or how we handle personal information, please contact the Principal who will deal with your query. The Principal can be contacted at:

Larne Grammar School
4-6 Lower Cairncastle Road
Larne
BT40 1PQ
Tel: 028 2827 2791
Email: info@larnegrammar.co.uk

Our Data Protection Officer is the Education Authority and it monitors the school's data protection procedures to ensure they meet the standards and requirements of the GDPR. Please contact Data Protection Officer at the Education Authority.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO's details are as follows:

The Information Commissioner's Office – Northern Ireland
3rd Floor
14 Cromac Place,

LARNE GRAMMAR SCHOOL
DATA PROTECTION POLICY

Belfast
BT7 2JB

Telephone: 028 9027 8757 / 0303 123 1114

Email: ni@ico.org.uk

HOW DO WE COLLECT AND HOLD PERSONAL INFORMATION?

We collect some personal information about our pupils and their families/carers/legal guardians during a pupil's application process to the school and at the point at which a pupil is accepted for admission to the school.

We will sometimes collect additional information from third parties such as the Education Authority, Department of Education, examination board or previous school attended by a pupil.

We mainly collect personal information about our pupils and their families/carers/legal guardians throughout the course of the pupil's time at the school, for instance when completing educational visit consent forms, from statutory curriculum assessments and throughout our relationship with a pupil when we are exercising our legal obligations as a public educational body and during our pastoral care.

WHAT PERSONAL INFORMATION DO WE COLLECT, STORE AND USE ABOUT OUR PUPILS?

Personal information is information that identifies you and relates to you. We will collect, store and use the following categories of personal information about our pupils:

- Personal information (such as name, age, date of birth, photographs and unique pupil number);
- Contact information (such as address, emergency contact information and telephone number);
- Attendance information (such as sessions attended, number of absences and absence reasons);
- Assessment information (such as statutory assessment process, GCSE and post-16 qualifications and standardised tests provided by commercial companies);
- Exclusion and behavioural information;
- CCTV footage captured in school and other information obtained through electronic means;
- Non-sensitive characteristic data (such as free school meal eligibility);
- Special categories of data (such as ethnicity, religion, language, country of birth, nationality, information regarding health, special educational needs, allergies and disability, medical information, biometric data for use in relation to the school canteen).

WHAT PERSONAL INFORMATION DO WE COLLECT, STORE AND USE ABOUT OUR PARENTS/FAMILIES/CARERS/LEGAL GUARDIANS?

We will collect, store and use the following categories of personal information about our parents/families/carers/legal guardians:

- Personal information (such as name);
- Contact information (such as address, telephone numbers, email addresses, place of work);
- Financial information (such as payment history);
- CCTV footage captured in school and other information obtained through electronic means;

LARNE GRAMMAR SCHOOL
DATA PROTECTION POLICY

WHY DO WE COLLECT, STORE AND USE THIS INFORMATION?

We will only use personal information when the law allows us to. Most commonly, we will use personal information relating to our pupils and their parents/families/carers/legal guardians where we need to comply with our legal obligations and where it is needed in the public interest for us to exercise our authority as a public educational body.

In some cases we may use personal information where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. For example, the school has a legitimate interest in providing pupils with an education, safeguarding and promoting pupil welfare, facilitating the efficient operation of the school.

We may also use your personal information, less frequently to protect a pupil's or their family's interests (or someone else's interests). For example, when investigating a complaint made by another pupil.

We keep personal information electronically on the School's information management systems, the School's IT network, or manually in indexed filing systems.

Situations in which we will use personal data, including special category data, include:

- | | |
|---|---|
| <ul style="list-style-type: none">● Teaching & Learning
For example:<ul style="list-style-type: none">○ to monitor and report on pupil progress○ to provide appropriate pastoral care
● Safeguarding & Child Protection
For example:<ul style="list-style-type: none">○ to safeguard pupils○ to manage a pupil's absence
● Business Continuity
For example:<ul style="list-style-type: none">○ to assess the quality of our services
● Communications
For example:<ul style="list-style-type: none">○ to foster links between the school and the local community, including fundraising events | <ul style="list-style-type: none">● Statutory Returns
For example:<ul style="list-style-type: none">○ to monitor equal opportunities
● Security
For example:<ul style="list-style-type: none">○ to comply with health and safety obligations○ to comply with the law regarding data sharing
● Access to Systems
For example:<ul style="list-style-type: none">○ to support pupil learning
● Sound Financial Management
For example:<ul style="list-style-type: none">○ to provide more efficient means of payment for school facilities such as catering services |
|---|---|

CONSENT

Whilst the majority of the personal data provided to the school is required for us to comply with our legal obligations, some of that information is provided on a voluntary basis through parental consent (namely, a parent's/carer's/legal guardian's express agreement). A pupil aged 13 or over is considered capable of giving consent themselves and will not require express agreement from a parent/carer/legal guardian.

Where we need consent, for example use of biometric identification for use within the school canteen, use of photographs and digital images, permission to publicise details of pupil success and achievements, the school will provide the person with parental responsibility for a pupil or, if aged 13 or over, the pupil themselves, with a specific and clear notice which explains the reasons why the data is being collected and how the data will be used. You

LARNE GRAMMAR SCHOOL
DATA PROTECTION POLICY

should be aware if you do not consent to our collection of this type of data, this will not affect the standard of education we deliver to the pupil.

If we ask for your consent to use personal information, you can take back this consent at any time. This should be done by writing to *The Principal's Secretary, c/o Larne Grammar School* or by sending an email to *info@larnegrammar.co.uk*, stating precisely which of the permissions previously granted they wish to withdraw.

Please be aware that we do not need to obtain parental consent if personal data is to be processed for the purposes of obtaining counselling services for the child.

FOR HOW LONG IS DATA STORED?

We will only keep personal information for as long as necessary to fulfil the purposes we collected it (for example, to educate and look after pupils) and including for the purposes of satisfying any legal, accounting, or reporting requirements.

We do not store personal data forever; we only hold pupil and family data for as long as we are legally able to do so. However, sometimes we will keep personal information for historical reasons (e.g. year group or sports team photographs) but you will always have a right to ask for it to be destroyed.

This is a link to the Department of Education Document Retention and Disposal Policy which can be found at <https://www.education-ni.gov.uk/publications/disposal-records-schedule>. This will give you more information about how long we keep personal information.

In determining the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

DATA SECURITY

We have put in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a need to know. They will only process personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator (currently the Information Commissioner's Office) of a suspected breach where we are legally required to do so.

WITH WHOM DO WE SHARE PUPIL INFORMATION?

We may have to share pupil and their family's data with third parties, including third-party service providers and other bodies such as:

- Any school/s that the pupil attends after leaving Larne Grammar School;
- The Department of Education;
- The Education Authority for Northern Ireland;
- Northern Ireland Council for Curriculum Examinations and Assessments and other examination Boards;
- Youth Council for Northern Ireland;
- Exceptional Circumstances Body;
- Department of Health and Health & Social Care Trusts;
- PSNI;

LARNE GRAMMAR SCHOOL
DATA PROTECTION POLICY

- C2K School Management Information System;
- Commercial standardised test providers;
- Irish Rugby Football Union;
- GM Epos Systems and CRB Cunningham (Canteen Biometric Data);
- Local and national media;
- Careers Service;
- Other agencies e.g. tour companies, airlines, hotels, tourist or cultural centres, in relation to Educational Visits;

WHY WE SHARE PUPIL INFORMATION?

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We only permit access to personal data for specified purpose and in accordance with our instructions.

We are required to share pupils' data with the Department of Education and/or the Education Authority on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We also share information with the NHS or a pupil's destination upon leaving school.

Schools Census

The Department of Education has a legal right to ask for particular information under the Education and Libraries (NI) Order 2003 and is referred to as the "School Census". This information includes information on pupil characteristics such as date of birth, gender, ethnicity, religion, free school meal entitlement and special educational needs status. A number of statistical releases are made available through the Department of Education website covering data on enrolments, participation rates, pupil teacher ratios, school leavers, attendance and school performance.

TRANSFERRING DATA OUTSIDE THE EU

We will not transfer the personal information we collect about you to any country outside the EU without telling you in advance that we intend to do so and what steps we have taken to ensure adequate protection for your personal information in those circumstances.

YOUR RIGHTS OF ACCESS, CORRECTION, ERASURE AND RESTRICTION

Under GDPR, pupils/parents/families and carers have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Principal at

Larne Grammar School
4-6 Lower Cairncastle Road

Larne
BT40 1PQ
Tel: 028 2827 2791

Email: info@larnegrammar.co.uk

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Under certain circumstances, by law a parent/carer/legal guardian or a child over the age of 13 has the right to:

- **Request access** to personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and your child and to check that we are lawfully processing it. You will not have to

LARNE GRAMMAR SCHOOL
DATA PROTECTION POLICY

pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

- **Request correction** of the personal information that we hold about you and your child. This enables you to have any incomplete or inaccurate information we hold corrected.
- **Request erasure** of personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of personal information where we are relying on a legitimate interest (or that of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing you and your child's personal information for direct marketing purposes.
- **Request the transfer** of your personal information to another party, for instance a new school.

LARNE GRAMMAR SCHOOL
DATA PROTECTION POLICY

**LARNE GRAMMAR SCHOOL
PRIVACY NOTICE
For Those Employed by Larne Grammar School**

ABOUT US

The Board of Governors of Larne Grammar School is a data controller of the personal information you provide to us as an individual employed at the school. This means that we will determine the purposes for which and the manner in which any personal information relating to school employees is to be processed.

We are required under the General Data Protection Regulation (GDPR) to notify you of the information contained in this privacy notice.

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the GDPR.

It applies to all employees. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practicable.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the GDPR.

If you have any questions about this privacy notice or how we handle personal information, please contact the Principal who will deal with your query. The Principal can be contacted on Larne Grammar School

4-6 Lower Cairncastle Road

Larne

BT40 1PQ

Tel: 028 2827 2791

Email: info@larnegrammar.co.uk

Our Data Protection Officer is the Education Authority and it monitors the school's data protection procedures to ensure they meet the standards and requirements of the GDPR.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO's details are as follows:

The Information Commissioner's Office – Northern Ireland

3rd Floor

14 Cromac Place,

Belfast

BT7 2JB

Telephone: 028 9027 8757 / 0303 123 1114

Email: ni@ico.org.uk

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about employees through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, or background check agencies.

We will collect additional personal information in the course of job-related activities throughout the period of you working with us.

LARNE GRAMMAR SCHOOL
DATA PROTECTION POLICY

If you fail to provide certain information when requested, we may not be able to comply with our legal obligations (such as to ensure the health and safety of our employees).

WHAT PERSONAL INFORMATION DO WE COLLECT, STORE AND USE ABOUT EMPLOYEES?

We will collect, store and use the following categories of personal information about school employees:

- Personal information (such as name, teacher number, national insurance number, next of kin details and emergency contact information, photographs, bank account details and tax status information);
- Special categories of data including characteristics information (such as gender, age, information regarding your health and AccessNI Enhanced Disclosure application and outcome);
- Recruitment information (such as copies of references, information included in a CV or letter as part of the application process);
- Contract information (such as start dates, hours worked, post, roles and salary information, annual leave, leaving date and your reasons for leaving);
- Performance information (including training records and professional memberships);
- Disciplinary and grievance information;
- Work absence information (such as number of absences and reasons, including in respect of parental leave);
- Qualifications (and, where relevant, subjects taught);
- CCTV footage captured in school;
- information about your use of our information and communications systems.

WHY DO WE COLLECT AND USE THIS INFORMATION?

Larne Grammar School collects and uses your personal information primarily to allow us to perform our contract with you. For example:

- Making a decision about your recruitment or appointment;
- Determining the terms on which you work for us;
- Checking you are legally entitled to work in the UK;
- Paying you and, if you are an employee or deemed employee for tax purposes, deducting tax and National Insurance contributions (NICs);
- Enrolling you in a pension arrangement in accordance with our statutory automatic enrolment duties;
- Administering our contract of employment with you;
- Business management and planning, including accounting and auditing;
- Conducting performance reviews, managing performance and determining performance requirements;
- Making decisions about salary reviews and compensation;
- Assessing qualifications for a particular job or task, including decisions about promotions;
- Gathering evidence for possible grievance or disciplinary hearings;
- Making decisions about your continued employment or engagement;
- Making arrangements for the termination of our working relationship;
- Education, training and development requirements;
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work;
- Ascertaining your fitness to work;
- Managing sickness absence;

LARNE GRAMMAR SCHOOL
DATA PROTECTION POLICY

- Complying with health and safety obligations;
- To monitor your use of our information and communication systems to ensure compliance with our IT policies;
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution;
- To conduct data analytics studies to review and better understand employee retention and attrition rates;
- equal opportunities monitoring.

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

We have a legal right to collect and use personal information relating to our staff, for example:

- To enable the development of a comprehensive picture of our workforce and how it is deployed;
- To inform the development of recruitment and retention policies;
- To enable individuals to be paid;
- To administer school property;
- To maintain our own accounts and records;
- To carry out fundraising;
- To support staff training;
- To provide appropriate pastoral care;
- To assess the quality of our operations;
- To comply with the law regarding data sharing;

We may also collect and use your personal information in order to meet legal requirements set out in the General Data Protection Regulation and UK law, including:

Education and Libraries (NI) Order 1986

Education Reform (NI) Order 1989

Education and Libraries (NI) Order 1993

Education (NI) Order 1996

Education (NI) Order 1997

Education (NI) Order 1998

Education and Libraries (NI) Order 2003

Special Educational Needs and Disability (NI) Order 2005

Education (NI) Order 2006

Education Act (NI) 2014

CONSENT

Whilst the majority of the personal information you provide to the school is required for us to comply with our legal obligations, some of that information 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.

You have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Principal. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or you originally agreed to, unless we have another legitimate basis for doing so in law.

LARNE GRAMMAR SCHOOL
DATA PROTECTION POLICY

HOW LONG IS YOUR PERSONAL INFORMATION STORED FOR?

Personal information relating to the school workforce at Larne Grammar School is stored in line with the Department of Education Document Retention and Disposal Policy which can be found at: <https://www.education-ni.gov.uk/publications/disposal-records-schedule>.

This will give you more information about how long we keep personal information.

In accordance with the General Data Protection Regulations, the school does not store personal information indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorised use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee at the school we will retain and securely destroy your personal information in accordance with the Department of Education Document Retention and Disposal Policy.

WITH WHOM WE SHARE SCHOOL WORKFORCE INFORMATION?

We may have to share your data with third parties, including third-party service providers and other bodies such as:

- Education Authority;
- The Department of Education Northern Ireland;
- General Teaching Council for Northern Ireland;
- Education Training Inspectorate;
- PSNI;
- Information Commissioner's Office;
- GM Epos Systems and CRB Cunningham (Canteen Biometric Data);
- HMRC;
- NILGOSC
- Prudential;
- School Insurers;
- Employers for Childcare Ltd.

DATA SECURITY

We have put in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a need to know. They will only process personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator (currently the Information Commissioner's Office) of a suspected breach where we are legally required to do so.

WHY WE SHARE SCHOOL WORKFORCE INFORMATION

We will share your personal information with third parties where required by law or where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

LARNE GRAMMAR SCHOOL
DATA PROTECTION POLICY

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

TRANSFERRING INFORMATION OUTSIDE THE EU

We will not transfer the personal information we collect about you to any country outside the EU without telling you in advance that we intend to do so and what steps we have taken to ensure adequate protection for your personal information in those circumstances.

YOUR DUTY TO INFORM US OF CHANGES

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

WHAT ARE YOUR RIGHTS?

Under GDPR, members of the school workforce have the right to request access to information about them that we hold. To make a request for your personal information, contact the Principal.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

You also have the right to:

- **Request access to personal information** (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.