



Whilst [redacted] is the Data Controller for the school, the School has appointed the Senior Master to endeavour to ensure that all personal data is processed in compliance with this policy and the Regulation. In the event if queries arise, the Senior Master may be contacted at the School via email: info@mtsn.org.uk or telephone, 01923 820644 or via written communication sent to the Senior Master at the School postal address.

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 applying to, and joining, [redacted] 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. Employee personal data held by the School may include, but is not limited to, the following:

- names, addresses, telephone numbers, e-mail addresses, and other contact details;
- car details (about those who use School car parking facilities);
- bank details and other financial information, e.g. information about salary, income tax, national insurance and pension payments as well as where relevant, details about fee remission for the sons of employees;
- application details, relevant qualifications held, relevant prior experience, disciplinary and grievance records and warnings, safeguarding checks, health declaration & questionnaire, sickness records, annual and family leave records, annual appraisals and other performance measures;
- details of nationality and entitlement to work in the UK, including copies of birth certificate, passport and driving license;
- details of criminal records;
- employment contracts;
- training records;
- records of health and safety incidents;
- equal opportunities monitoring information;
- where appropriate, information about individuals' health records (including details of accepted adjustments to an employee's way of working and injuries suffered by an employee during their time of employment, while engaged in School-centred activity) and contact details for their next of kin;
- references given or received by the school about employees, and information provided by previous employees and/or other professional organisations working with the individual in question;
- photographs of employees for on-site security, images of employees (and occasionally other individuals) engaging in School-centred activities, and images captured by the school's CCTV system;

We may share information about employees with third parties that manage our payroll, pension schemes, health insurance, life insurance and School credit cards [redacted] tax payments is also shared with HMRC. Occasionally, the school will need to share personal information relating to its community with third parties, such as professional advisers (eg health care professionals, psychologists, counsellors, lawyers, pension fund administrators and accountants) or relevant authorities (eg police or the local authority). The School also completes reference requests from Mortgage Lenders and Property Landlords. During recruitment, we will obtain references from other employers and may give applicants details to vetting companies and the Disclosure and Barring Service. The School may also need to share personal data, including copies of passports with travel

companies of those employees who accompany boys on international trips.

Data including, full name, address, date of birth, proof of identity, signature and date of appointment

(01626) 545 700. However, the ICO recommends that internal steps and actions are taken to resolve the matter with the school before involving the regulator.