



Privacy notice for staff

Under data protection laws, individuals have the right to be informed about how we use their personal data. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals with where we process their personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Queen Elizabeth's School, Gurugram, are the 'data controller' for the purposes of data protection law.

You can contact our Data Protection Officer at dpo@qegurugram.com

Personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our School.

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details, passport, Aadhaar card, voter identification (ID) and visa information
- Date of birth, marital status, gender and family details
- Next of kin and emergency contact numbers
- Salary, bonuses, expenses claims, annual leave and benefits information
- Bank account details, payroll records and residence identification
- Recruitment information, including copies of Disclosure and Barring Service (DBS), police and International Child Protection Certificates (ICPC) certificates, references and other information included in a CV or cover letter or as part of the application process
- Criminal history or convictions for safeguarding purposes, in compliance with local laws and international child protection standards

- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving license
- Photographs
- CCTV footage
- Data about your use of the School's information and communications system

We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity and religious beliefs
- Health, including any medical conditions and disabilities, and sickness records
- We collect technical details about the devices used to access our platform, such as internet connection details (including internet protocol (IP) addresses), device specifications, browser types and operating systems. This information helps us understand user behaviour patterns and enhance digital experiences

Why we use this data

Processing this data helps us run the Schools, including:

- Recruiting, onboarding and contract administration
- Processing salary and benefits
- Contacting you or your next of kin in an emergency
- Facilitating safe recruitment, as part of our safeguarding obligations

- Enabling ongoing safeguarding measures
- Supporting effective performance management
- Looking after your health, safety and wellbeing by making reasonable adjustments to your role or working environment
- Informing our recruitment and retention policies
- Allowing better financial modelling and planning
- Enabling equalities monitoring
- Improving the management of workforce data across the sector
- Complying with visa, licensing and local regulations
- Celebrating your contribution to the School's work
- Provisioning of information technology (IT) and internal communication

Our legal basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Comply with safeguarding policies and procedures
- Carry out a task in the public interest

Occasionally, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where we have your permission to use your data, you may withdraw it at any time. We will make this clear when we ask for permission and explain how to withdraw consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds under which we can use your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you may choose not to provide.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

The length of time that the information will be kept for will be determined in relation to the law and with reference to the Information and Records Management Society guidelines, where there is no time period set in law.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection laws), we may share personal information about you with:

- Local authorities to meet our legal obligations to share certain information with them, such as safeguarding concerns
- Your family or representatives in the event of an emergency or urgent concern regarding your wellbeing

- Educators and examining bodies to support the formal assessment system for students
- Local regulators to ensure the School is compliant with regulatory requirements and the quality of education can be independently assessed and validated
- Suppliers and service providers to enable them to provide the services we have contracted them for, such as payroll
- Financial organisations so we can fulfil contracts for services to be provided to you; receive the funding and financial support you are entitled to; and allow you to participate in activities, such as trips
- Central and local governments to meet our legal reporting requirements
- Our auditors so School finances can be verified
- Associations where you have membership, in the course of negotiations or in the event that there is a disciplinary investigation into your conduct or you raise a complaint about the School
- Health and welfare authorities to support your wellbeing, to assess your fitness for work and to ensure that the necessary support is in place to help you in case of illness or disability
- Security organisations to protect your health and safety and that of students, colleagues and visitors
- Professional advisers and consultants to support effective performance management and your professional development
- Charities and voluntary organisations where they are providing a service, such as counselling, which is in your interest
- Police forces, courts, tribunals to meet our legal duties and to safeguard students
- Professional bodies to verify your qualifications and rights to work and to support your professional development
- Employment and recruitment agencies to enable the recruitment of the highest quality staff, or to support you in moving to a new job if you choose to leave

Transferring data internationally

Where we share data with an organisation outside the country, we will protect your data by following data protection laws.

Your rights: How to access the personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request'.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact our Data Protection Officer.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you do not want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you do not want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it

Complaints

We take complaints about how we collect and use your personal data very seriously, so please let us know if you think we have done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

Contact us

If you have questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

dpo@qegurugram.com