



## READING BLUE COAT

### Privacy Notice for Staff – September 2019

#### Introduction

- 1 This Privacy Notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information.
- 2 This Notice is aimed at all School staff (including employees, Governors, apprentices, work experience students, volunteers, certain contractors, agency staff and applicants for employment vacancies. This Notice does not form part of your contract of employment and the School may amend this notice at any time.

#### What is "personal information"?

- 3 Personal information is information which is about you and from which you can be identified.
- 4 This includes your contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group.
- 5 CCTV, photos and video recordings of you are also personal information.

#### What personal information does the School hold about you and how is this obtained?

- 6 We set out below examples of the personal information the School holds about you and where this personal information comes from.
- 7 Information about you is gathered during the recruitment process, for example:
  - 7.1 information about your education, qualifications and professional achievements;
  - 7.2 when you provide certain information to us, for example, on your application form and during any interviews;
  - 7.3 when we obtain information from publicly available sources such as your social media profiles; and
  - 7.4 when we receive your personal information (from you and third parties) in carrying out pre-employment checks, for example, when we receive references, confirmation of your fitness to work, your right to work in the UK and criminal records checks.

- 8 We will hold information about your job performance. This includes information about skills, achievements, career progression, performance and disciplinary related matters.
- 9 We hold and use your financial information, such as, your bank details, your salary and pension details.
- 10 The School may have information about your religious beliefs and practices if you provide it to the School on joining, for example, if you do not eat certain foods.
- 11 We will hold information about any physical or mental health condition you may have which is disclosed to the School during the recruitment process or at any stage during your employment.
- 12 We may hold information about any protected characteristics you may have (e.g. a disability) which you provide, for example on the Pre-employment Confidential Health Questionnaire. Your Pre-employment Confidential Health Questionnaire is submitted directly to the School's Occupational Health Specialist. The School's Occupational Health Specialist may share information from this form with the School in order for us to meet out employment obligations and to provide a safe working environment.
- 13 Your personal information will be created internally by the School during the course of your employment. A letter from the Head to a member of staff complimenting them on their performance would be an example of this.
- 14 Your personal information may be acquired from outside of the School community such as from occupational health practitioners or from public authorities such as the Police or the Local Authority Designated Officer.
- 15 Pupils will often provide us with your personal information, for example, if a pupil emails their Tutor to say how much they are helping them with their work.
- 16 Personal information about you will be held on the School's Single Central Register.

#### Our legal bases for using your information

- 17 This section contains information about the legal bases that we are relying on when handling your information.
- 18 The two tables below contain a general description of the different legal bases but we have also used a colour code system so that you can see which bases we are relying on for each of the purposes described below:

#### **Legitimate interests ("LI")**

This means that the School is using your information when this is necessary for the School's legitimate interests, except when your interests and fundamental rights override our legitimate interests.

Specifically, the School has a legitimate interest in:

- looking after your welfare and development and the welfare and development of others;
- safeguarding and promoting the welfare of pupils;
- providing an education to pupils;

- using photographs of you for promotional purposes (e.g. on the School's website);
- ensuring the security of the school site which may involve issuing you with a photocard;
- promoting the objects and interests of the School. This includes fundraising and using information about you in our publicity material e.g. photographs.
- making sure that you are complying with your employment obligations and that the School is complying with its employment obligations;
- using your information in connection with legal disputes. For example, if a parent or former pupil brings a claim against the School;
- facilitating the efficient operation of the School; and
- ensuring that all relevant legal obligations of the School are complied with (for example in relation to inspections).

In addition your personal information may be processed for the legitimate interests of others. For example with external activity providers if they need to contact you directly or for their own emergency or insurance purposes.

#### **Necessary for contract ("CT")**

We will need to use your information in order to comply with our contractual obligations and for you to perform your obligations as well. For example:

- we need your name and bank details so that we can pay you your salary;
- we may need to provide your personal information to a pension provider so that you can benefit from your pension entitlement; and
- we also need to use your personal information to provide contractual benefits, such as a school fee discount.

#### **Legal obligation ("LO")**

As a School we have to comply with various laws and this entitles us to use your information where necessary. For example:

- to make sure that you have the right to work in the UK;
- to fulfil our duty of care to you and your colleagues;
- to fulfil our safeguarding duties towards pupils; and
- sometimes we will be legally obliged to disclose your information to third parties such as the DBS, local authorities or the police. More detail of when we will do so is set out at paragraph 24 below.

#### **Vital interests ("VI")**

We may use your information where this is necessary to protect your vital interests or someone else's. For example, to prevent someone from being seriously harmed or killed.

#### **Performance of a task carried out in the public interest (or carrying out public tasks) ("PI")**

The following are examples of when we use your information to perform tasks in the public interest:

- looking after your welfare and development and the welfare and development of others. This includes equal opportunities monitoring;

- safeguarding and promoting the welfare of our pupils;
- providing pupils with an education;
- ensuring the security of the school site which may involve issuing you with a photocard;
- making sure that you are complying with your employment obligations;
- facilitating the efficient operation of the School; and
- ensuring that we comply with all of our legal obligations.

19 With one exception the School does not actively collect Special Categories of Personal Information; i.e. racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, health information, biometric data and information about sex life or orientation. However this may be collected individually, for example;

- in an email you send to the School;
- in relation to your dietary requirements,
- From notes made by a member of staff following a conversation with you.

**Confidential Health Questionnaire** The one area that personal information is routinely collected is the confidential health questionnaire completed prior to your employment starting. As stated in paragraph 12 above this information is solely for the purposes of providing you with a safe and healthy place in which to work and to assist the School make any necessary adjustments to your work place. The questionnaire you complete is completed online and goes directly to the Occupational Health Provider (Medigold Health). Medigold will only inform the School of any information that the School needs in relation to your employment. For further information on this please contact the Bursar.

In all of these cases the School holds this information in accordance with the reasons in the box below:

#### Employment, social security and social protection ("ESP")

The processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the School and staff in the field of employment, social security or social protection. Social security and protection is concerned with preventing, managing, and overcoming situations that adversely affect people's wellbeing. For example, sometimes this would allow us to disclose your information to third parties such as the DBS or occupational health services.

#### Vital interests ("VI")

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

#### Legal claims ("LC")

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

#### Medical purposes ("MP")

This includes medical treatment and the management of healthcare services.



Substantial public interest ("SPI")

The School is also allowed to use special categories of personal information where doing so is necessary in the substantial public interest. This is similar to "Public interest" in the table above.

Why does the School use your personal information?

- 20 The letters highlighted in different colours below refer to the legal bases we are relying on, please see the section above for an explanation.
- 21 We commonly use personal information for:
- 21.1 providing education and support to our pupils - **LI**, **PI**, **SPI**;
  - 21.2 ensuring that we provide a safe and secure work environment - **LI**, **PI**, **ESP**, **SPI**;
  - 21.3 providing employment services (such as payroll) - **LI**, **CT**;
  - 21.4 providing training and support - **LI**, **PI**, **SPI**;
  - 21.5 protecting and promoting the School's interests and objectives (including fundraising) - **LI**;
  - 21.6 personnel, administrative and management purposes and to enable us to meet our legal obligations as an employer. For example, to pay staff and to monitor their performance - **LI**, **CT**, **LO**, **PI**, **ESP**, **SPI**;
  - 21.7 safeguarding and promoting the welfare of all staff and pupils - **LI**, **PI**, **ESP**, **SPI**; and
  - 21.8 fulfilling our contractual and other legal obligations - **CT**, **LO**, **ESP**.
- 22 Some specific examples of when the School uses your personal information are set out below:
- 22.1 We use your personal information to consider your suitability to work in your role at the School - **LI**, **LO**, **PI**, **SPI**.
  - 22.2 We will check that you have the right to work in the UK by reviewing your identification documents and keeping copies on your personnel file - **LI**, **LO**.
  - 22.3 We will use your personal information in addressing any performance or disciplinary concerns which arise - **LI**.
  - 22.4 We will use information relating to any medical condition you may have in order to verify fitness to work, monitor sickness absence and comply with our duty of care towards you - **LI**.
  - 22.5 We will use your information when dealing with complaints and grievances with which you are involved (e.g. from other staff, pupils and parents) - **LI**.
  - 22.6 We often use photographs and video recordings of staff, for marketing and promotion purposes. This will include School publications, social media and on the School website - **LI**.

- 22.7 We will also allow external publication of certain media where appropriate (for example, a photograph or article in a local newspaper) - **LI**.
- 22.8 We may also make recordings for teaching purposes, for example, recording a drama lesson to provide feedback to you or pupils. We might also record lessons for pupils who were not able to attend in person - **LI, PI, SPI**.
- 22.9 We use CCTV recordings for the purposes of crime prevention and investigation and also in connection with our obligation to safeguard the welfare of pupils, staff and visitors to the School site. - **LI, PI, SPI**.
- 22.10 The School regularly monitors and accesses its IT system for purposes connected with the operation of the School. The School IT system includes any hardware, software, email account, computer, device or telephone provided by the School or used for School business. The School monitors use of the School telephone system and voicemail messages. Staff should be aware that the School may monitor the contents of a communication (such as the contents of an email) - **LI, PI, SPI**.
- 22.11 The purposes of such monitoring and accessing include:
- 22.11.1 to help the School with its day to day operations. For example, if a member of staff is on holiday or is off sick, their email account may be monitored in case any urgent emails are received - **LI**; and
- 22.11.2 to check staff compliance with the School's policies and procedures and to help the School fulfil its legal obligations. For example, to investigate allegations that a member of staff has been using their email account to send abusive or inappropriate messages - **LI**.
- 22.12 Monitoring may be carried out on a random basis and it may be carried out in response to a specific incident or concern, for example to detect electronic threats or to prevent inappropriate website access - **LI**.
- 22.13 The School also uses software which automatically monitors the School IT system (for example, it would raise an alert if a member of Staff visited a blocked website or sent an email containing an inappropriate word or phrase). - **LI**]
- 22.14 The monitoring is carried out by members of the network staff. If anything of concern is revealed as a result of such monitoring then this information may be shared with a member of the SLT and this may result in disciplinary action. In exceptional circumstances concerns will need to be referred to external agencies such as the Police - **LI**.
- 22.15 We may use your information when ensuring network and information security, for example, our anti-virus software might scan files containing information about you - **LI**.
- 22.16 We will send you information about how to support the School, for example fundraising opportunities - **LI**.
- 22.17 We will keep details of your address when you leave our employment so we can send you communication material and keep in touch - **LI**.]

- 22.18 If we provide you with accommodation under your contract of employment we will use your personal information as part of this provision - **LI, CT, PI, ESP, SPI**.
- 22.19 We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School - **LI**.
- 23 If you fail to provide certain information when requested, we may not be able to perform our obligations under the contract of employment or agreement we have entered into with you (such as paying you or providing a benefit). Alternatively, we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).
- How does the School share staff personal information with third parties?
- 24 We will need to share your information with:
- 24.1 the Disclosure and Barring Service (**DBS**), through Atlantic Data, a registered body that the School uses to carry out DBS checks.
- 24.2 the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (if applicable) when complying with our legal duty to carry out pre-appointment suitability checks - **LI, LO, PI, ESP, SPI**; and
- 24.3 the DBS and/or Teaching Regulation Agency (if applicable) if circumstances arise in which we are required to make a referral to either or both of these bodies - **LI, LO, PI, ESP, SPI**.
- 25 To fulfil our obligations to you as an employer we will need to share your information with medical professionals, such as occupational health services, where we are making a referral - **LI, CT, MP**.
- 26 Occasionally we may use consultants, experts and other advisors (including legal advisors and accountants) to assist us in fulfilling our obligations and to help run the School properly. We will share your information with them if this is relevant to the work they carry out - **LI, PI, ESP, LO, SPI**.
- 27 In accordance with our legal obligations, we will share information with the Independent Schools Inspectorate, for example, during the course of an inspection, and may need to share your information with the Department for Education - **LI, LO, PI, ESP, SPI**.
- 28 As an employer we must check if you can work in the UK before we employ you. - **LI, LO, SPI**.
- 29 We may share some of your information with our insurance company, for example, where there is a serious incident at the School - **LI, LO**.
- 30 We may share your information with benefits providers, for example, to ensure that you are able to take advantage of the benefit - **LI, CT, PI, ESP, SPI**.
- 31 We may need to share information about you with the Health and Safety Executive (a government organisation) if there is a health and safety issue at the School - **LI, LO, PI, ESP, SPI**.

- 32 The School is a charity which means that in exceptional circumstances we may need to share your information with the Charity Commission e.g. in the event of a serious incident. - **LI**, **LO**, **PI**, **ESP**, **SPI**.
- 33 If the School is dealing with a complaint or grievance (e.g. from a colleague or a parent), we will need to share your information with other parties if it is relevant, for example, the appropriate staff at the School, the colleague or parents making the complaint and governors. - **LI**, **PI**, **SPI**.
- 34 If appropriate, we will share your information with individuals connected to the School who are exercising their data protection rights, for example, when responding to a subject access request. For example we may inform them of your role in teaching or providing pastoral support. - **LI**, **LO**.
- 35 We will share personal information about staff with the relevant statutory agencies if it is appropriate to share this information to investigate allegations of misconduct - **LI**, **LO**, **PI**, **ESP**, **SPI**.
- 36 We may need to share your information with the Local Authority Designated Officer in accordance with our safeguarding obligations - **LI**, **LO**, **PI**, **ESP**, **SPI**.
- 37 On occasion, we may need to share your information with the Police for the prevention and investigation of crime and the prosecution of offenders. We will only do this in specific circumstances to assist the police with their investigations. In exceptional circumstances CCTV recordings may be disclosed to third parties such as the police - **LI**, **LO**, **PI**, **ESP**, **SPI**.
- 38 If appropriate, we will share your information with parents and pupils where this is related to your professional duties, such as information about the subjects you teach - **LI**, **PI**, **ESP**, **SPI**.
- 39 We may need to share your information if there is an emergency, for example, if you are hurt in an accident - **LI**, **PI**, **ESP**, **SPI**.

We sometimes use contractors to handle personal information on our behalf. The following are examples:

- IT consultants who might access information about you when checking the security of our IT network; and
- we use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the School site.

#### Transfers of your personal information overseas

- 40 As a School we make every effort to ensure that where personal data is stored in the "Cloud" that the companies hosting this store the data in the UK or the European Economic Area.
- 41 The European Commission has produced a list of countries which have adequate data protection rules. The list can be found **here**.
- 42 Where data is stored in the USA we make every effort to ensure it is covered by "Privacy Shield". This is an EU-U.S. and Swiss-U.S. frameworks designed by the U.S. Department of Commerce, the European Commission and Swiss Administration to provide companies on both sides of the Atlantic with a mechanism



to respondents when we hope to place  
any questions about the response that

emerged?

What is in relation to your answer  
about the school in question?

and we hope to have a good idea of the

44 We are grateful you will think about the response which we have to place  
outside of the image below. It will help any questions about the response that  
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We have kept down the school keep all personal information?

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# ÜBUNG 10

47.17.1

Die auf dem Markt angebotene Menge  $Q_A$  eines Produktes ist eine Funktion des Preises  $P$  und des Einkommens  $I$  der Konsumenten:

47.15.2

Die Nachfragekurve eines Produktes ist gegeben durch  $Q_D = 100 - 2P$ . Die Angebotskurve ist gegeben durch  $Q_A = 20 + 3P$ . Wie hoch ist der Marktgleichgewichtspreis?

47.15.3

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47.15.4

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