Staff Privacy Notice

Who We Are

This notice explains what personal data the school collects about staff, why we collect it, how it is used, and your rights.

School Name: Beacon Independent School
Address: 15 Market Street, Lichfield, WS13 6JX
Data Controller: The School
Data Protection Officer (DPO): John Page
Email: j.page@beacon-school.uk

The school is registered with the Information Commissioner's Office (ICO).

What Personal Data We Collect

We collect identification, employment, safeguarding, payroll, training, IT system and CCTV information where applicable.

Legal Basis

We process data under Public Task, Legal Obligation, Contract, Legitimate Interest and limited Consent where appropriate.

Storage & Security

Data is stored securely and deleted safely according to retention schedules.

Sharing

Information is only shared when lawful, including payroll providers, Local Authority, DfE, DBS, auditors, IT providers and legal authorities when required.

Your Rights

Rights include access, correction, deletion where lawful, restriction, objection and complaint to the ICO.