

Privacy Notice - Staff, Volunteers, Contractors



Date: January 2026

Review Date: January 2027

Responsible person: Jonathan Munding

More Than Ed Independent School

Privacy Notice

Staff, Volunteers, and Contractors

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| Document Title | Privacy Notice – Staff, Volunteers and Contractors |
| Date | January 2026 |
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| Owner | Health and Safety/ Compliance Lead |
| Data Protection Lead | Jonathan Munding |

1. Introduction

More Than Ed Independent School is committed to protecting the privacy of its staff, volunteers, and contractors. This privacy notice explains how we collect, use, store, and share your personal data throughout your employment or engagement with the school, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This notice applies to all current and former employees, volunteers, agency workers, and contractors. It supplements your contract of employment or engagement and should be read alongside our Data Protection Policy. It does not form part of any contract.

2. Who We Are

More Than Ed Independent School is the data controller for the personal data we process about staff. We are an independent SEMH school providing specialist education for children aged 5–16 with Education, Health and Care Plans.

Data Protection Lead: Jonathan Munding, is contactable at Jonathan.munding@morethaned.co.uk or by writing to; More Than Ed Independent School, Cherry Tree Court, Woodfield Park, Balby, Doncaster, DN4 8QN.

3. What Personal Data we collect

3.1 Recruitment Data

During the recruitment process, we collect personal data including your name, address, contact details, qualifications, employment history, references, right to work documentation, and any information disclosed on application forms or during interview. As part of our safer recruitment obligations under Keeping Children Safe in Education, we also process enhanced DBS check results, barred list checks, prohibition from teaching checks, section 128 direction checks, overseas criminal record checks where applicable, and a full verification of your employment history including any gaps.

We hold a separate Recruitment Privacy Notice which provides additional detail about how applicant data is processed prior to appointment. This notice covers data processing from the point of employment or engagement onwards.

3.2 Employment Data

Throughout your employment or engagement, we collect and process a range of personal data. This includes your contract and terms of employment, payroll and pension information (including bank details, tax codes, and National Insurance number), next of kin and emergency contact details, attendance and absence records (including reasons for absence), performance management and supervision records, training records and continuing professional development documentation, and any records relating to disciplinary or grievance proceedings.

We also hold records relating to your ongoing suitability to work with children, including DBS update service checks, annual self-declaration forms relating to disqualification, references received, and the Single Central Record entry for your appointment.

3.3 Special Category Data

We process some special category (sensitive) personal data about staff. This includes information about your physical or mental health (such as occupational health reports, fit notes, and reasonable adjustment records), information about disabilities for the purpose of making reasonable adjustments, trade union membership for payroll deduction purposes, and equal opportunities monitoring data (provided voluntarily) such as ethnicity, religion, and sexual orientation.

4. Why We Use This Data and Our Lawful Basis

The table below sets out the main purposes for which we process staff data and the lawful basis we rely on.

| Purpose | Lawful Basis |
|---|---|
| Administering your contract of employment, including pay, benefits, and pension | Performance of a contract |
| Safer recruitment checks and maintaining the Single Central Record | Legal obligation (Education Act 2002, KCSIE, Safeguarding Vulnerable Groups Act 2006) |
| Managing absence, sickness, and occupational health | Legal obligation (Employment Rights Act 1996) and legitimate interests |
| Performance management, supervision, and appraisal | Legitimate interests and contractual obligation |
| Disciplinary and grievance procedures | Legal obligation and legitimate interests |
| Ensuring health and safety at work | Legal obligation (Health and Safety at Work Act 1974) |
| Complying with HMRC and tax obligations | Legal obligation |
| Training and professional development | Legitimate interests and contractual obligation |
| Safeguarding and child protection (including managing allegations and low-level concerns) | Legal obligation (Children Act 1989/2004, KCSIE) and substantial public interest |

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|---|--------------------------------|
| Complying with regulatory requirements (ISI, Ofsted, DfE) | Legal obligation |
| Equal opportunities monitoring | Consent (provided voluntarily) |

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Where we process special category data, we rely on the following conditions under Schedule 1 of the Data Protection Act 2018: employment, social security and social protection (for health and absence data), safeguarding of children and individuals at risk (for safeguarding-related processing), equality of opportunity or treatment (for equal opportunities monitoring), and explicit consent (for voluntary monitoring data).

5. How We Collect Data

We collect most personal data directly from you during recruitment and throughout your employment. We also receive data from the Disclosure and Barring Service, the Teaching Regulation Agency, HMRC, pension providers, occupational health providers, previous employers (references), local authority designated officers (in the event of allegations), and professional bodies.

6. Who We Share Data With

We may share your personal data with the following categories of recipients where it is necessary and lawful to do so: HMRC for tax and National Insurance purposes, pension providers, the Disclosure and Barring Service and Teaching Regulation Agency, the local authority designated officer (LADO) if an allegation is made, the Independent Schools Inspectorate and Ofsted, the Department for Education (including the workforce census), professional advisors such as solicitors, HR consultants, and auditors, occupational health providers, and trade unions (where you are a member and have authorised payroll deductions).

We will never sell personal data or share it for marketing purposes. All data sharing is subject to appropriate safeguards and, where required, data sharing agreements.

7. How Long We Keep Data

We retain staff records in accordance with the Information and Records Management Society (IRMS) toolkit for schools. In general, personnel files and training records are retained for six years after the end of employment. Payroll and tax records are retained for six years plus the current year. Records relating to safeguarding concerns, allegations, or investigations may be retained until the staff member reaches the age of 75, or for the period specified in statutory guidance. DBS certificate numbers (but not the certificates themselves) are recorded on the Single Central Record and retained for the duration of employment. Recruitment records for unsuccessful candidates are retained for six months.

When data is no longer required, it is securely destroyed.

8. Data Security

We take the security of your personal data seriously and have implemented appropriate technical and organisational measures to protect it. These include restricting access to personal data so that it is only available to staff who need it for their role, secure storage of physical personnel files, encryption and password protection for electronic records, regular review of access permissions, and mandatory staff training on data protection and confidentiality.

9. Your Rights

Under the UK GDPR, you have a number of rights in relation to your personal data. These include the right to be informed about how your data is used (which this notice fulfils), the right to access your personal data by making a subject access request, the right to have inaccurate data corrected, the right to request deletion of data in certain circumstances, the right to restrict processing in certain circumstances, the right to object to processing based on legitimate interests, and the right to data portability in certain circumstances.

Please note that some of these rights are limited where we are processing data under a legal obligation, for safeguarding purposes, or in connection with legal proceedings. For example, we cannot delete records that we are legally required to retain, and safeguarding records cannot be amended or deleted at your request where retention is necessary to protect children.

If you wish to exercise any of these rights, please contact the Data Protection Lead. We will respond to any request within one month, or inform you if an extension is necessary.

10. Subject Access Requests

You have the right to request a copy of the personal data we hold about you by making a subject access request. Requests should be made in writing to the Data Protection Lead. We will respond within one calendar month. In some circumstances, we may need to redact information about third parties or withhold information that is subject to legal privilege. We may refuse requests that are manifestly unfounded or excessive in accordance with Article 12(5) of the UK GDPR, and we will explain our reasons if we do so.

11. Automated Decision-Making

We do not use any automated decision-making processes (including profiling) that produce legal effects or similarly significant effects on staff.

12. Social Media and Online Presence

Our expectations regarding staff use of social media are set out in our Code of Conduct and Social Media Policy. We do not routinely monitor staff social media accounts, but may access publicly available information where there is a specific safeguarding or conduct concern, in accordance with our legal obligations and legitimate interests.

13. Changes to This Notice

We may update this privacy notice from time to time to reflect changes in our practices or legal requirements. We will notify you of any significant changes. The current version of this notice is available on our website and from the school office.

14. Contact and Complaints

If you have any questions about this privacy notice or how we handle your personal data, please contact our Data Protection Lead at Jonathan.Mundin@morethaned.co.uk or by writing to; More Than Ed Independent School, Cherry Tree Court, Woodfield Park, Balby, Doncaster, DN4 8QN.

If you are not satisfied with our response, you have the right to complain to the Information Commissioner's Office (ICO). You can contact the ICO at www.ico.org.uk or by telephone on 0303 123 1113.