





Selection and interview records

References received

Identity verification records

Performance assessment details

Information for improving performance

Annual leave records

Records of communications

Photographs of you or images on CCTV

Information to identify you in school

Records of transactions

Information about the use of school IT systems

Information about consultation with other professionals

We also are required to collect and use information that is given additional protection under the GDPR, for example:

Demographic information required for monitoring equal opportunities Information about health conditions and medical appointments

## Why we collect and use this information

We use the information for some, or all, of the, reasons below:

To enable you to work for us

To support you in teaching and learning

To maintain a safe environment for our pupils

To provide appropriate pastoral care for our pupils

To enable to you take part in appropriate training and professional development

To help you to deliver the best support of our pupils and your colleagues

To enable us to pay you

To enable you to pay for meals in school

Examples of people we may share personal data with are:

Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data

The local council

**HMRC** 

The Department for Education

Healthcare, social and welfare organisations

Police forces and Courts

Voluntary and charitable organisations

Our suppliers and service providers, e.g. payroll provider

## Who to contact

The school has the responsibility to ensure that your personal data is protected. It is called the data controller. All members of staff work for the data controller.

If you have a data protection query, we recommend that you contact the Data Protection Lead:

Trust Data Protection Lead: Cathy Brown
Email address: dpo@tmet.uk
Contact number: 0116 214 3148

Contact address: The Mead Centre, 343 Gipsy Lane, Leicester, LE4 9DD

Schools are also required to have someone called a Data Protection Officer or DPO. The DPO advises the Trust and school about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

Name of DPO: GDPR Sentry Limited email address: support @gdprsentry.com

Contact number: 0113 804 2035

Contact address: Unit 434 Birch Park, Thorp Arch Estate, Wetherby, West Yorkshire, LS23 7FG TJETQ0.00000887