



## PRIVACY NOTICE FOR STAFF, FELLOWS, NON-EMPLOYED WORKERS AND VOLUNTEERS

### INTRODUCTION

Eton College (the College) is a registered charity. Its official name is The Kynge's College of our Ladye of Eton beside Windesore and its registered charity number is 1139086.

For the purposes of any applicable data protection laws in England and Wales, including the Data Protection Act 2018, the UK General Data Protection Regulations and General Data Protection Regulation EU 2016/679, the College is the data controller of your personal data. The College has appointed a Data Protection Lead (Mr M Brooks, Clerk and Legal Advisor to the Provost & Fellows) who can be contacted via email at [dataprotection@etoncollege.org.uk](mailto:dataprotection@etoncollege.org.uk) should you have any concerns.

In the course of your work undertaken for the College, we will collect, use and hold ("process") personal data relating to you as a member of staff or the wider school team, regardless of your employment status. This Privacy Notice sets out how we will use that information and what your rights are.

This notice applies to all staff at the College, including current, former and prospective employees, Fellows, self-employed contractors, visiting music teachers and other peripatetic workers, casual workers, agency staff, third-party contractors and volunteers who may be employed or engaged by the College to work for us in any capacity, as well as prospective applicants for roles.

Please note that references to "employment", "staff" etc. in this Privacy Notice are not intended to imply or confer any employment rights on you if you are a contractor, non-employed worker, or job applicant.

This Privacy Notice applies alongside any other information the College may provide about a particular use of personal data, for example, when collecting data via an online or paper form, and should be read in conjunction with the College's Staff Code of Conduct, the Acceptable Use Policy, its Record and Retention Guidelines and the Safeguarding Policy.

The College will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be notified via the College website, and to you directly as far as is reasonably practicable.

This Privacy Notice was last updated on 22<sup>nd</sup> April 2025.

### HOW THE COLLEGE COLLECTS YOUR INFORMATION

The College collects your personal data in a number of ways. The lists below are exemplars and non-exhaustive.

***Before you are employed or engaged by the College***, we may collect your personal data:

- when you request information from us about a certain position.
- from recruitment agents or job mailing lists/websites where you have consented to share information.
- from the information you provide to us before making a job application.
- when you submit a formal application to work for us, and provide your personal data in application forms and covering letters, or when you complete a self-declaration, etc.
- when you attend an interview.

- from third parties, for example the Disclosure and Barring Service (“DBS”) and referees (including your previous or current employers or school), or from third party websites (as part of online suitability checks for shortlisted candidates) or (if you are a contractor or agency worker) your own employer or agent, in order to verify details about you and/or your application to work for us.
- As you interact with our website or social media platforms, we may automatically collect technical and usage data by using cookies and other similar data.

***During the course of your employment or engagement with us,*** we will collect data from or about you, including:

- when you provide or update your contact details.
- when you or another member of staff completes paperwork regarding your performance appraisals.
- in the course of fulfilling your employment (or equivalent) duties more generally, including by filing reports, note taking, or sending emails on College systems.
- in various other ways as you interact with us during your time as a member of staff, and afterwards, where relevant, for the various purposes set out below.

We will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. However, you are required to notify the College of any significant changes to important information held about you, such as contact details etc. via the College systems or by contacting HR.

## **THE TYPES OF INFORMATION WE COLLECT**

We may collect the following types of personal data about you (and your family members and 'next of kin', where relevant):

- contact and communications information, including:
  - your contact details including email address(es), telephone numbers and postal address(es).
  - contact details (through various means, as above) for your family members and 'next of kin', in which case you confirm that you have the right to pass this information to us for use by us in accordance with this Privacy Notice.
  - records of communications and interactions we have had with you.
- biographical, educational and social information, including:
  - your name (and any previous names), title, gender, nationality and date of birth.
  - your marital status and details of any dependents you may have.
  - information that evidences periods of residency (UK and overseas) or financial circumstances.
  - your image and likeness, including as captured in photographs taken for work purposes or CCTV.
  - details of your education and references from your institutions of study.
  - lifestyle information and social circumstances.
  - your interests and extra-curricular activities.
  - information in the public domain, including information you may have posted to social media, where relevant to your role (e.g. as part of pre-employment screening).
- financial information, including:
  - your bank account number(s), name(s) and sort code(s) (used for paying your salary or invoices and processing other payments).
  - your tax status (including residence status).
  - Gift Aid declaration information, where relevant (for example, where we help you to administer donations to charity from your pre-tax earnings).

- information related to pensions, national insurance or employee benefit schemes.
- Information on salary deductions such as student loan payments, court ordered payments or union membership payments.
- work related information, including:
  - details of your work history and references from your previous employer(s).
  - details from prohibition from teaching or management checks, along with the results from the DBS check.
  - records of your work at the College (including your start date, working hours, training records and performance / appraisal records, and information about your use of our IT systems).
  - your personal data captured in the work product(s), notes and correspondence you create while employed by or otherwise engaged to work for the College.
  - any communications sent or received using the College's communications systems.
  - if applicable, recordings of your lessons and other meetings with staff and pupils, and of your participation in College events.
  - details of your professional activities and interests.
  - your involvement with and membership of sector bodies and professional associations.
  - information about your employment and professional life after leaving the College, where relevant (for example, where you have asked us to keep in touch with you).
  - details of your right to enter, live and work in the UK, including your nationality and other immigration status information (i.e. about your entitlement to work in the UK), including copies of passport information (if applicable).
  - details of any disciplinary matters, grievances or complaints which you raise, or which relate to you or others.
- technical and usage data when viewing the College website or social media platforms including:
  - IP address, log-in data, browser type and version, location, operating system etc.
  - URL, viewing data and time, pages viewed or words searched, length of visit.
- any other information relevant to your employment or other engagement to work for the school.

Where this is necessary for your employment or other engagement to work for us, we may also collect special categories of data or information about criminal convictions and offences, including:

- information revealing your racial or ethnic origin.
- information concerning your health and medical conditions (for example, where required to monitor and record sickness absences, dietary needs, or to make reasonable adjustments to your working conditions or environment).
- information concerning your sexual life or orientation (for example, in the course of investigating complaints made by you or others, for example concerning discrimination).
- information about certain criminal convictions or investigations (for example, where this is necessary for due diligence purposes, whether by self-declaration or otherwise, or for compliance with our legal and regulatory obligations).

However, this will only be undertaken where and to the extent it is necessary for a lawful purpose in connection with your employment or other engagement to work for the College.

## **THE BASES FOR PROCESSING YOUR PERSONAL DATA AND HOW THAT DATA IS USED**

Under UK data protection law, we must have a lawful basis for collecting and using your personal information. There is a list of possible lawful bases within the UK GDPR. Our lawful basis for the collection and use of your data are listed below:

### ***Entering into or fulfilling our contract with you***

We process your personal data because it is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract, such as a contract of employment or other engagement with us. In this respect, depending on your role and status, we are likely to use your personal data for the following purposes:

- administering job applications and, where relevant, offering you a role with us.
- carrying out due diligence checks on you, whether during the application process for a role with us or during your engagement with us, including by checking references in relation to your education and your employment history and obtaining any required self-declarations.
- once you are employed or engaged by us in any capacity, for the performance of the contract of employment (or other agreement) between you and us.
- to pay you and to administer benefits (including pensions) in connection with your employment or other engagement with us.
- monitoring your attendance and your performance in your work, including in performance appraisals.
- monitoring your use of our IT systems to ensure compliance with our policies (including the College's Acceptable Use Policy).
- to assess and make decisions about your fitness to work, training and development requirements.
- to promote the College to prospective parents and others, including by publishing the work product(s) you create while employed by or otherwise engaged to work for the College.
- for disciplinary, grievance or complaints purposes, including conducting investigations where required.
- for other administrative purposes, for example to update you about changes to your terms and conditions of employment or engagement, or changes to your pension arrangements.
- for internal record-keeping, including the management of any staff feedback or complaints and incident reporting.
- for any other reason or purpose set out in your employment or other contract with us.

### ***Legitimate Interests***

We process your personal data because it is necessary for our (or sometimes a third party's) legitimate interests. Our "legitimate interests" include our interests in running the College in a professional, sustainable manner, in accordance with all relevant ethical, educational, charitable, legal and regulatory duties and requirements (whether or not connected directly to data protection law). In this respect, depending on your role and status, we are likely to use your personal data for the following:

- to provide you with information about us and what it is like to work for us (where you have asked for this, most obviously before you have made a formal application to work for us).
- for security purposes, including by operating security cameras in various locations on the College's premises and the production of photo ID cards.
- to enable relevant authorities to monitor the College's performance and to intervene or assist with incidents as appropriate.
- to provide education services to pupils, including where such services are provided remotely (either temporarily or permanently).
- to safeguard staff and pupils' health and welfare and provide appropriate pastoral care.
- to carry out or cooperate with any College or external complaints, grievances, disciplinary or investigatory processes.
- for the purposes of management planning and forecasting, research and statistical analysis.
- to administer the College's constitutional instruments, including, but not limited to, the Statutes, Regulations and other codes of practices and policies.
- in connection with organising events and social engagements for staff.
- for the development of College-wide strategic initiatives.

- to make travel arrangements on your behalf, where required.
- to contact you or your family members and 'next of kin' for business continuity purposes, to confirm your absence from work, etc.
- to publish your image and likeness in connection with your employment or engagement with us.
- to monitor (as appropriate) use of the College's IT and communications systems in accordance with the College's Acceptable Use Policy and government guidance such as KCSIE.
- to monitor performance against quality assurance frameworks the College has or may put in place.

### **Legal Obligations**

We also process your personal data to comply with our legal obligations, notably those in connection with employment, tax law and accounting, and child welfare. In this respect, depending on your role and status, we are likely to use your personal data for the following:

- child welfare (including following the requirements and recommendations of *Keeping Children Safe In Education*), social protection, diversity, equality, and gender pay gap monitoring, employment, immigration / visa sponsorship compliance and health and safety.
- for tax and accounting purposes, including transferring personal data to HM Revenue and Customs to ensure that you have paid appropriate amounts of tax, and in respect of any Gift Aid claims, where relevant.
- for the prevention and detection of crime, and in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.
- statutory obligations such as those laid out in *The Education (Independent School Standards) Regulations* and the *National Minimum Standards for Boarding Schools*.
- Where a legislative requirement compels the College.

### **Special category and criminal offence data**

Depending on your role and status, we process special categories of personal data (such as data concerning health, religious beliefs, racial or ethnic origin, sexual orientation etc.) or data concerning criminal convictions and allegations (treated for these purposes as special category data) for the reasons set out below.

In particular, we process the following types of special category personal data for the following reasons:

- your physical or mental health condition(s) in order to record sick leave and take decisions about your fitness for and capability to work, or act on any occupational health assessments or (in emergencies) any medical needs you may have.
- recording your racial or ethnic origin and sexual orientation in order to monitor our compliance with equal opportunities legislation.
- to investigate complaints made by you or others, for example concerning discrimination, bullying or harassment, or as part of a complaint made against the College.
- to administer parental or family friendly leave.
- data about any criminal convictions or offences committed by you, for example when conducting criminal background checks with the DBS, or via a self-declaration, or where a matter of public record (online or by any media), or where it is necessary to record or report an allegation (including to police or other authorities, with or without reference to you).

We will process special categories of personal data on the basis of lawful conditions only, including because:

- you have given us your explicit consent to do so, but only in circumstances where seeking consent is appropriate.

- it is necessary to protect your or another person's vital interests, for example, where you have a life-threatening accident or illness in the workplace and we have to process your personal data in order to ensure you receive appropriate medical attention.
- it is necessary for the purposes of carrying out legal obligations and exercising legal rights (both yours and ours) in connection with your employment or engagement by us.
- it is necessary in connection with some function in the substantial public interest, including:
  - the safeguarding of children; or
  - to prevent or detect unlawful acts; or
  - as part of a function designed to protect the public, pupils or parents from seriously improper conduct, malpractice, incompetence or unfitness in a role, or failures in services by the College (or to establish the truth of any such allegations); or
  - to cooperate with a relevant authority, professional or regulatory bodies (such as the Independent Schools Inspectorate, Department for Education, Local Authority Designated Officer or Teaching Regulation Agency) in such matters; or
  - to comply with public health requirements e.g. in respect of Covid-19 or similar circumstances.
- it is necessary for the establishment, exercise or defence of legal claims, such as where any person has brought a claim or serious complaint against us or you.

In all cases where special category data is processed, we will evaluate the benefits of our use of your personal information in this way against the possible impact of your rights and freedoms and any damage or distress you are likely to be caused as a result of such processing.

### ***Low-level concerns about adults***

We will process personal data about you, whether or not it constitutes special category data, in accordance with our procedure on recording and sharing low-level concerns about adults. This will be processed for the same safeguarding and/or employment law reasons as set out above.

Such recorded personal data will be processed and retained as per the College's Safeguarding Policy, and you have the same rights in respect of that information, as any other personal data that we hold on you. However, any requests to access, erase or amend personal data we hold in accordance with this policy may be subject to necessary exemptions, for example if we consider that compliance with the request might unreasonably impact the privacy rights of others or give rise to a risk of harm to children.

As a general rule, records of low-level concerns will be kept for at least six years from the end of employment, but may need to be retained longer: e.g. where relevant, individually or cumulatively, to any employment, disciplinary or safeguarding matter. Low-level concerns will not be shared in references unless the concern is deemed to have met the threshold of an allegation or meets the threshold for disciplinary proceedings and is concluded as substantiated.

## **SHARING YOUR INFORMATION WITH OTHERS**

For the purposes referred to in this Privacy Notice and relying on the grounds for processing as set out above, we may share your personal data with certain third parties. We may disclose limited personal data (including in limited cases special category or criminal data) to a variety of recipients including:

- other employees, agents and contractors (e.g. third parties processing data on our behalf as part of administering payroll services, the provision of benefits including pensions, IT etc. – although this is not sharing your data in a legal sense, as these are considered data processors on our behalf).
- DBS and other government authorities (e.g. HMRC, DfE, CAFCASS, the police, Home Office, a relevant public health / NHS body and / or local authority) and/or appropriate regulatory bodies e.g. the Teaching Regulation Agency, the Independent Schools Inspectorate, the Charity Commission etc.
- third party background check agencies.
- external auditors or inspectors.

- our advisers where it is necessary for us to obtain their advice or assistance, including insurers, lawyers, accountants, or other external consultants.
- when the school is legally required to do so (by a court order, government body, law enforcement agency or other authority of competent jurisdiction), for example HM Revenue and Customs or the police.

We may also share information about you with other employers in the form of a reference, where we consider it appropriate, or if we are required to do so in compliance with our legal obligations. References given or received in confidence may not be accessible under your UK GDPR rights.

We may, in specific circumstances, be required to share your personal data with third parties who have made a legitimate request under data protection law.

The College will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to College systems. The College does not transfer personal data outside of the European Economic Area unless it is satisfied that the personal data will be afforded an equivalent level of protection.

## **HOW LONG YOUR INFORMATION IS KEPT FOR**

We will only retain your personal data for as long as is necessary to fulfil the purposes for which we collect it.

Personal data relating to unsuccessful job applicants is deleted within one year, except where we have notified you that we intend to keep it for longer (and you have not objected).

Subject to any other notices that we may provide to you, we may retain your personal data for a period of at least six years after your contract has expired or been terminated. However, some information may be retained for longer than this, for example incident reports, deeds and safeguarding files, in accordance with specific legal requirements.

If you are a member of the Eton College Employees (1972) Pension and Life Assurance Scheme we must retain your employment file for the duration of your lifetime.

## **YOUR RIGHTS**

You have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you.
- to require us to correct the personal data we hold about you if it is incorrect.
- to require us (in certain circumstances) to erase your personal data.
- to request that we restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal).
- to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller.
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse to facilitate the exercise of your rights where exceptions apply. The College will endeavour to respond to any requests as soon as is reasonably practicable and in any event within statutory time-limits (which is generally one month, but fulfilling more complex or multiple requests, e.g. those involving third party information, may take 1-2 months longer).

## QUERIES AND COMPLAINTS

If you have any queries about this Privacy Notice or how we process your personal data, or if you wish to exercise any of your rights under applicable law, you may contact the College's Data Protection Lead by:

- Email - [dataprotection@etoncollege.org.uk](mailto:dataprotection@etoncollege.org.uk)
- Telephone - 01753 370542
- Post - Data Protection Lead, Eton College, Windsor, Berkshire, SL4 6DW

You can also find out more about your rights under applicable data protection legislation from the Information Commissioner's Office website available at [www.ico.org.uk](http://www.ico.org.uk).

If you are not satisfied with how we process your personal data, or how we deal with a complaint, you can make a referral to the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk). However, the ICO does recommend you seek to resolve any issues with us initially prior to any referral to them.