Westcliff High School
for Boys

Fair Processing Notice for Contractors

Westcliff High School for Boys process data about our contractors. This Fair Processing Notice explains what data we process, why we process it, our legal basis, how long we keep it and your rights.

We will always make sure that your information is protected and treated securely. Any information that we process will be held in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Our contact details

Westcliff High School for Boys
Company number: 07347930
Registered address: Kenilworth Gardens, Westcliff-On-Sea, Essex, SS0 0BP
Phone: 01702 475443
Email: office@whsb.essex.sch.uk

Our Data Protection Officer is **Judicium Consulting Limited** and they can be contacted at **dataservices@judicium.com**

What personal data do we collect about you? How will we use that personal data?

When you are contracted for your services, we will collect and process your personal data, such as your name, address, phone, email, work history and references. This is on order to assess your suitability as a contractor and, if you become a contractor for us, for your contract.

In order to pay your invoices, we need your bank account details.

During the course of your contract, you may be required to put your name on or sign a wide variety of documents. Your name or signature is your personal data but the contents of the document, unless it is about you, is not your personal data.

We will process your image that is captured by CCTV for security and crime prevention purposes.

What is our legal basis for processing your personal data?

We need a legal basis in order to process your personal data. Most of our processing is because we have a contract for services with you. Your initial application is with your consent as it is your choice to apply for a role with us.

We will process the following personal data with your consent:

- your initial application;

- name;
- address, email and phone numbers;
- employment history, education and skills;
- Documentary evidence of any relevant qualifications; and
- Driving license, if required.

We will process the following personal data because we have a contract for services with you:

- data on your application
- we will need your bank account details in order to pay you
- we need your name, address, phone number as we have a contract with you

We will process the following personal data because we believe that we have a legitimate interest in doing so:

- during the course of your contract, you may be required to put your name on or sign a wide variety of documents
- your image on CCTV

You have the right to object to our processing your data using legitimate interest. Please speak to us if you have any concerns.

How long do we keep your personal data for?

We hold your personal data while you are contracted by us and for seven years after due to HMRC requirements. After seven years, your file will be destroyed.

Your image captured on CCTV will be held for 28 days, after which the footage will be written over. If we need to retain your image for legal or law enforcement requirements, we will only retain it for as long as required.

Do we use any automated decision making?

We do not use any automated decision making.

Who do we share your personal data with?

We share your personal data with the following recipients:

- our software providers;
- cloud service providers;
- banks or building societies;
- government agencies;
- HMRC.

Do we transfer your personal data outside of the UK?

We do not transfer your personal data outside of the UK.

What are your privacy rights?

Under the UK General Data Protection Regulation (GDPR), data subjects have rights about their personal data:

The right to be informed	Provide data subjects with information about the processing activities being conducted.
The right to request access	Provide data subjects with confirmation that their personal data is being processed and access to the personal data, subject to exemptions.
The right to recertification	data subjects have the right to request to have inaccurate or incomplete personal data corrected
The right to erasure	Data subjects have the right to request to have their personal data erased
The right to restrict processing	Data subjects have the right to request to the restriction of the processing of their personal data
The right to data portability	Data subjects have the right to request a move of their personal data between organisations
The right to object	Data subjects have the right to object to how their personal data is being processed
Rights relating to automated decision making and profiling	Data subjects have the right to not be subject to an automated or profiling decisions

For more information about your Data Subject Rights, please refer to the ICO website – https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulations-gdpr/individual-rights/

You also have the right to lodge a complaint with the ICO regarding any aspect of our processing of your personal data. We would appreciate the opportunity to address any issues and request that you contact us in the first instance.

WHSB is registered with the Information Commissioner's Office under number Z2821659.