Data Protection Privacy Notice for the School Workforce

This document describes the information we collect about our employees, and how we use and share this information.

Under data protection legislation, St Cyprian's Greek Orthodox Primary Academy is the data controller of the personal information we hold. The Academy Trust designates the Head Teacher as its representative with regards to data protection.

The postal address of the Academy is: St Cyprians Greek Orthodox Primary Academy, Springfield Road, Thornton Heath, Surrey, CR7 8DZ.

Why do we collect and use your information?

St Cyprian's Greek Orthodox Primary Academy is a non-profit charitable trust funded by the Department for Education (DfE). It is required that personal data is collected & processed in order to enable the effective running of the school, to enable us to pay staff and manage all aspects of employment with the school. We process personal data in order to meet the legal obligations & safeguarding requirements set out in our Academy Funding Agreement, UK employment and childcare law.

The information we hold may include names, addresses and contact details (including next of kin), relevant qualifications, financial data & contractual information. It may also include sensitive personal information such as your Disclosure and barring Service (DBS) numbers, ethnic group, language, country of birth, sickness & relevant medical information, as well as performance management data. We also keep photographs of employees for safeguarding and identification reasons.

The information we hold is data that has either been provided to us by you, or other public bodies (such as a previous employers, local authorities or professional bodies), or data which we have gathered (e.g. absence monitoring and performance management) during the course of your employment. The Academy is obliged to record this information in order to carry out its duties as a public body.

The Academy may identify additional uses of your data, which may be of benefit to its employees or to the school community. Examples may include optional extra-curricular activities, fundraising or promotional activities. We will always seek your consent before using your data for these reasons. If you give consent, you may change your mind at any time.

How long is personal data stored for?

Personal data relating to the school workforce is stored in line with the school's Data Retention Policy. We keep information for as long as the law requires us to do so, and it is deleted when it is no longer required. You can see further details in the policy on our school website or upon request to the school office.

Will my information be shared outside of the Academy?

We do not share information about our workforce with external agencies without prior consent, or unless the law or our policies require us to do so.

We are required to share some personal information with Local Authorities, the DfE, Payroll Providers, Pension Bodies, and our Auditors.

The information shared may include sensitive personal information such as information about health or disabilities where relevant. This information is used to provide the correct services to support our staff and is shared on a strictly need to know basis.

We may also share data with approved third parties or contractors in order to support employee training & development, health and wellbeing. Examples may include training providers, performance management applications, occupational health or service suppliers (such as catering, payment processing services and communication tools).

How to request access to view your personal data

Under data protection legislation, parents and pupils have the right to request access to view the information that we hold about them. Requests for access to view your personal information must be recorded in writing. You may make a request verbally by speaking to a member of the administrative team at the school office who will record your request.

Alternatively, you may use our Subject Access Request Form or write your own letter addressed to the Head Teacher sent care of our nominated DPO; OpenAIR Systems Limited, Unit 20 Capital Business Centre, Croydon, Surrey, CR2 0BS, or submit an emailed request to stcyprians.sar@openair.systems

Right to Erasure

You have a right to request erasure of your data. Please contact the school office on 020 8771 5425 or by email to office@st-cyprians.croydon.sch.uk should you wish to request this.

How to raise a concern about how we process personal data

If you have a concern about the way we collect or use your personal data, we invite you to raise the matter with us in the first instance. Alternatively, you can contact the Information Commissioner's Office by post; Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF by telephone: 0303 123 113 or 01625 545 745 or online at: https://ico.org.uk/concerns/

Further detailed information is available in our Data Protection policy, copies of which are available upon request to the school office on 020 8771 5425 or by email to office@st-cyprians.croydon.sch.uk or can be downloaded from the school website at www.stcypriansprimaryacademy.co.uk.

Revised: July 2026

Reviewed and ratified by Full Academy Trust

Date: 16.7.26

Signed: A. Christou.

Name: AREDI CHRISTOU

Position: Chair of Academy Trust

Date of next review: July 2027