



- 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

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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