

Merchant Taylors' School

TRANSPARENCY NOTICE FOR STAFF

Policy Custodian: Deputy Head Information Systems

Approving Body: MTS Senior Leadership Team

Approved: Ju

Whilst **Merchant Taylors' School** is the Data Controller for the school, the School has appointed the Deputy Head Information Systems to endeavour to ensure that all personal data is processed in compliance with this policy and the Regulation. In the event if queries arise, the DHIS may be contacted at the School via email:info@mtsn.org.uk or telephone, 01923 820644 or via written communication sent to the Deputy Head Information Systems at the School postal address.

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly.

Data will be processed for the purposes of responding to requests for information about applying to, and joining, the School. Merchant Taylors' will therefore have a "legitimate interest" for processing basic personal data and sensitive personal data. The data the School holds will be the minimum it requires to form and maintain the contract between you and the School. Employee personal data held by the School may include, but is not limited to, the following:

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companies of those employees who accompany boys on international trips.

Data including, full name, address, date of birth, proof of identity, signature and date of appointment of members of the Governing Body will from time to time need to be shared with organisations

the Deputy Head Information Services. An individual can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Tel (01626) 545 700. However, the ICO recommends that internal steps and actions are taken to resolve the matter with the school before involving the regulator.

The school will update this Transparency Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable. Further details on personal data protection can be obtained in the School's Privacy Notice.

Deputy Head Information Systems