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**Privacy Notice**

**(Staff & Governors)**

**November 2024**

1. Introduction

Under Gibraltar data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **individuals we employ, or who otherwise engage to work at our school**.

We at Hebrew Primary School, 10 Bomb House Lane, are the ‘data controller’ for the purposes of Gibraltar data protection law. Our data privacy manager is Mr Robert Azopardi: [Robert.azopardi@hps.edu.gi](mailto:Robert.azopardi@hps.edu.gi)

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

Contact details

Date of birth, marital status and gender

Next of kin and emergency contact numbers

Salary, annual leave, pension and benefits information

Bank account details, payroll records, National Insurance number and tax status information

Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process

Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships

Performance information

Outcomes of any disciplinary and/or grievance procedures

Absence data

Copy of driving license

Information about your use of our information and communications systems, equipment and facilities (e.g. school computers)

We may also collect, use, store and share (when appropriate) information about you that falls into ‘special categories’ of more sensitive personal data. This includes, but is not restricted to:

Information about any health conditions you have that we need to be aware of

Sickness records

Photographs and CCTV images captured in school

Information about trade union membership

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

3. Why we use this data

We use the data listed above to:

1. Enable you to be paid
2. Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
3. Support effective performance management
4. Inform our recruitment and retention policies
5. Allow better financial modelling and planning
6. Enable equalities monitoring
7. Make sure our information and communications systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or ‘opt out’ of receiving these emails and/or texts at any time by clicking on the ‘Unsubscribe’ link at the bottom of any such communication, or by contacting us (see ‘Contact us’ below).

3.2 Use of your personal data in automated decision making and profiling

We do not currently process any staff members’ personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

3.3 Use of your personal data for filtering and monitoring purposes

While you’re in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

Comply with health and safety and other legal obligations

Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations

Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

4. Our basis for using special category data

For ‘special category’ data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in Gibraltar data protection law:

* We have obtained your explicit consent to use your personal data in a certain way
* We need to protect an individual’s vital interests (i.e. protect your life or someone else’s life), in situations where you’re physically or legally incapable of giving consent
* We need to process it for the establishment, exercise or defence of legal claims
* We need to process it for reasons of substantial public interest as defined in legislation
* We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
* We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
* We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in Gibraltar data protection law. Conditions include:

* We have obtained your consent to use it in a specific way
* We need to protect an individual’s vital interests (i.e. protect your life or someone else’s life), in situations where you’re physically or legally incapable of giving consent
* The data concerned has already been made manifestly public by you
* We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
* We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

Local authorities

Government departments or agencies

Police forces, courts or tribunals

6. How we store this data

We keep personal information about you while you work at our school. We may also keep it beyond your employment at our school if this is necessary.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

7. Who we share data with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with Gibraltar data protection law), we may share personal information about you with:

* Care Agency– to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
* Government departments or agencies
* Suppliers and service providers:
  + BromCom, CPOMS
* Financial organisations
* Our auditors and other third party professional advisors
* Survey and research organisations
* Health authorities
* Security organisations
* Health and social welfare organisations
* Professional advisers and consultants
* Charities and voluntary organisations
* Police forces, courts, tribunals
* Staff/governors

7.1 Transferring data internationally

Countries outside Gibraltar, the UK and the EEA have differing standards of data protection laws, some of which may provide lower levels of protection.

Sometimes we may need to transfer your personal data outside Gibraltar, for example where we use third party service providers located abroad. In those cases we will comply with applicable data protection laws designed to ensure the privacy of your personal data.

Under Gibraltar data protection law we can only transfer personal data to a country outside Gibraltar where the UK government has decided the particular country ensures an adequate level of protection of personal data or if there are appropriate data protection safeguards in place.

Where we transfer personal data outside Gibraltar, we will mainly do this on the basis of an adequacy regulation or through the use of legally-approved standard data protection clauses.

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with Gibraltar data protection law), we may share personal information about you with:

* Government departments or agencies
* Suppliers and service providers: CPOMS, BromCom
* Financial organisations
* Our auditors
* Health authorities
* Security organisations
* Health and social welfare organisations
* Professional advisers and consultants
* Police forces, courts, tribunals

8. Your rights

8.1 How to access personal information that we hold about you

You have a right to make a ‘subject access request’ to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

Give you a description of it

Tell you why we are holding and processing it, and how long we will keep it for

Explain where we got it from, if not from you

Tell you who it has been, or will be, shared with

Let you know whether any automated decision-making is being applied to the data, and any consequences of this

Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see ‘Contact us’ below).

8.2 Your other rights regarding your data

Under Gibraltar data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

Object to our use of your personal data

Prevent your data being used to send direct marketing

Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)

In certain circumstances, have inaccurate personal data corrected

In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing

Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose

In certain circumstances, be notified of a data breach

Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see ‘Contact us’ below).

8.3 Your other rights regarding your data

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| Under Gibraltar data protection law, you have certain additional rights regarding how we handle your data. These rights are summarised in the table below: e.Correction (also known as rectification) | The right to require us to correct any mistakes in respect of personal data |
| Erasure (also known as the right to be forgotten) | The right to require us to delete your personal data—in certain situations |
| Restriction of use | The right to require us to restrict use of your personal data in certain circumstances, eg if you contest the accuracy of the data |
| To object to use | The right to object:  —at any time to your personal data being used for direct marketing (including profiling)  —in certain other situations to our continued use of your personal data, eg where we use personal data for our legitimate interests unless there are compelling legitimate grounds for the processing to continue or the processing is required for the establishment, exercise or defence of legal claims |
| Not to be subject to decisions without human involvement | The right for you not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects or similarly significantly affects you. |
| The right to withdraw consents | If you have provided us with a consent to use your personal data you have a right to withdraw that consent easily at any time  You may withdraw consents by contacting the data privacy manager  Withdrawing a consent will not affect the lawfulness of our use of your personal data in reliance on that consent before it was withdrawn |

To exercise any of these rights, please contact us (see ‘Contact us’ below).

9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner’s Office in Gibraltar which is the Gibraltar Regulatory Authority: [www.gra.gi](http://www.gra.gi), Tel:20074636.

10. Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **data privacy manager** : Mr Robert Azopardi

[robert.azopardi@hps.edu.gi](mailto:robert.azopardi@hps.edu.gi)