



Privacy Notice – Staff (2025 Update)

The Marlborough Science Academy is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you before, during, and after your working relationship with us,
in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Data Controller and Data Protection Officer

The Marlborough Science Academy is the data controller for the purposes of data protection law.
Our appointed Data Protection Officer (DPO) is Richard Atterton, contactable at admin@marlborough.herts.sch.uk.

The Data We Collect About You

We collect, store, and use various categories of personal information, including:

- Personal contact details (name, address, phone number, email)
- Employment records (qualifications, references, job history)
- Payroll and pension information
- Attendance and absence details
- Performance and disciplinary records
- CCTV footage (where applicable)
- Special category data (e.g., health, ethnicity, trade union membership)
- Criminal convictions data (where legally permitted)

How We Collect Your Data

We collect personal data through the recruitment process, from your application, references, DBS checks, and ongoing during your employment. We may also collect data from third parties like the DfE, TRA, pension providers, or healthcare services.

Lawful Bases for Processing

We will only process your data where we have a lawful basis, including:



- Contractual obligations
- Legal obligations
- Public interest tasks (including safeguarding)
- Your consent (where required, for example for some special category data)

Data Sharing

We may share your data with trusted third parties such as:

- The Department for Education (DfE)
- The Teaching Regulation Agency (TRA)
- The Disclosure and Barring Service (DBS)
- Payroll and pension providers
- Auditors, health providers, and insurers
- Law enforcement and regulatory bodies where required

Data Transfers Outside the UK

If we need to transfer your data outside the UK (for example, for overseas school trips), we will ensure appropriate safeguards are in place, such as obtaining your consent or using contracts that comply with data protection law.

Data Retention

We retain your personal data in accordance with our Data Retention Policy, available on the staff intranet. We will only keep your data for as long as necessary and will securely destroy it when no longer required.

Your Rights

You have the right to:

- Request access to your data
- Request correction or erasure
- Object to processing or request restriction
- Data portability (where applicable)
- Withdraw consent (where processing relies on consent)

How to Contact Us



For any questions or to exercise your rights, please contact our Data Protection Officer at
admin@marlborough.herts.sch.uk.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO):

ICO Website: <https://ico.org.uk>

Phone: 0303 123 1113

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Changes to this Privacy Notice

We may update this notice from time to time. When we do, we will notify you of significant changes.

