



HELLENIC SCHOOL OF HIGH BARNET

Ελληνικό Σχολείο High Barnet

STAFF PRIVACY NOTICE

How we use information about our staff, volunteers and committee members

September 2026

VERSION 1.0 · APPROVED 3 OCTOBER 2026

This notice accompanies the School Policies and is given to staff, volunteers and committee members when they join

Document Control

Organisation	The Hellenic School of High Barnet Limited · Charity no. 1053527 · Company no. 03132566
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Approved by	George Keliris (Chairman) and Kris Erotokritou (Vice Chairman)
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Issued to	All staff, volunteers and committee members, on joining
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Staff Privacy Notice

This notice explains what personal information the Hellenic School of High Barnet ("the School", "we", "us") holds about the people who work with us, why we hold it, who can see it and what rights you have over it. It applies to employed teachers and teaching assistants, teachers provided by the Cyprus Educational Mission (KEA), volunteers and committee members. Information about pupils and parents is covered by the School's separate Privacy Notice.

1. Who we are

For the purposes of UK data protection law (the UK General Data Protection Regulation and the Data Protection Act 2018), the School is the "data controller" of your information – the organisation responsible for deciding how it is used and kept safe.

Registered name	The Hellenic School of High Barnet Limited
Legal form	Private company limited by guarantee, registered in England and Wales (company no. 03132566)
Registered charity number	1053527
Registered office	3rd Floor, Marlborough House, 298 Regents Park Road, London, N3 2SZ
Where we meet	East Barnet School, Chestnut Grove, Barnet, EN4 8PU

2. What information we hold

- Your name, contact details, date of birth and emergency contacts.
- Recruitment records, such as your application, interview notes and references.
- Proof of identity and, for employed staff, right to work in the UK.
- Safer recruitment checks – an Enhanced DBS check with a check of the children's barred list and, where relevant, an overseas criminal records check – recorded on the single central record.
- Training records (safeguarding, first aid and food safety) and the dates refresher training is due.
- Your signed Code of Conduct, and any gifts recorded under it.
- For employed staff: your contract, job title, pay, bank details, National Insurance number, tax and pension information.
- Your School Microsoft account (email and Teams) and, for named staff and committee members, access to the School's WhatsApp account.
- Records of any low-level concerns, allegations, disciplinary matters or grievances, where these arise.

Most of this information comes from you. We also receive information from your referees, from the Disclosure and Barring Service and, for teachers it provides, from KEA.

3. Who can see it

Your information is held in the School Portal, the School's secure online data system, which is hosted in the United Kingdom. Access depends on the type of information:

- **Names and contact details** – the Headmistress and the committee members who need them.
- **Identity documents, DBS checks, the single central record and payment details** – the School's named administrators only.

- **Safeguarding concerns and allegations** – the Designated Safeguarding Lead and Deputy DSL only, kept separately and securely.

4. Why we use it

- **To manage your role with us** – for employed staff, including paying you, this is necessary for your contract of employment; for volunteers and committee members, it is in our legitimate interest in running the School.
- **To meet our legal obligations** – for example right-to-work checks, tax and National Insurance, workplace pensions and health and safety.
- **To keep children safe** – safer recruitment checks, training records and safeguarding records are needed to meet our safeguarding responsibilities. Criminal records information is used only as the law allows, and is seen only by the School's named administrators.

5. Who we share it with

- HMRC, our pension provider and our payroll provider or accountant.
- The Disclosure and Barring Service, through our DBS checking service, when carrying out checks.
- Referees you name, when we ask for references.
- KEA, only for the teachers it provides and pays for, limited to what is needed for their placement. We do not share information with KEA about staff the School employs and pays directly.
- Microsoft, which provides School email and Teams accounts, and Meta, which provides WhatsApp. Both may store some information outside the UK, under their own legal safeguards for international transfers.
- The Local Authority Designated Officer (LADO), the police or the Disclosure and Barring Service, where the law or safeguarding guidance requires it (see the School Policies, Section 2.11).
- We do not sell, rent or otherwise trade your information.

6. How long we keep it

- Personnel and payroll records: six years after your employment or volunteering ends.
- DBS certificates: we record the date and certificate number on the single central record, and do not keep a copy of the certificate for longer than six months.
- Allegations about conduct towards children: until your normal pension age or for ten years from the date of the allegation, whichever is longer, in line with Keeping Children Safe in Education (malicious allegations are removed).
- Applications from unsuccessful candidates: six months after the recruitment decision.

7. Your rights

Under UK data protection law, you can:

- **Ask to see** the information we hold about you.
- **Ask us to correct** anything that is inaccurate or out of date.
- **Ask us to delete** information we no longer have a reason to keep.
- **Object to, or ask us to restrict**, how we use your information in some circumstances.
- **Ask for a copy** of information you gave us, in a portable format, in some circumstances.

To exercise any of these rights, contact us (see Section 8). There is normally no charge, and we will respond within one month. We do not make decisions about you by automated means, including profiling.

If you are unhappy with how we have handled your information, please contact us first so that we can put it right. We will acknowledge your complaint within 30 days, look into it promptly and tell you the outcome. You also have the right to complain to the Information Commissioner's Office (ICO): ico.org.uk/make-a-complaint or 0303 123 1113.

8. Contact us

Please send any questions about this notice, or about your information, to the Chairman or Vice Chairman of the School Committee at info@hshb.org.uk. The School is not required to appoint a Data Protection Officer, so the Chairman and Vice Chairman deal with data protection matters. Concerns about your role or working conditions are not covered by this notice and should be raised with the Headmistress or the Chairman (see the School Policies, Section 9.1).