Charlton Park Academy
Privacy Notice for Staff

Charlton Park Academy acts as a data controller, collecting and processing staff personal information in compliance with the UK GDPR, the Data Protection Act 2018, and the Data (Use and Access) Act 2025. This notice applies to all current and former employees, workers, and contractors, detailing how data is gathered, used, and safeguarded.

Key Frameworks and Data Collection

Categories Collected: Includes general contact details, emergency contacts, recruitment records, contract details, pay and pension information, health and sickness absence records, equality monitoring data, CCTV images, and DBS criminal records checks required for working with children.

Collection Methods: Data is supplied directly by staff or gathered via personnel records, medical/occupational health advisors, the Home Office, the DBS, trade unions, automated IT/network systems, and CCTV.

Lawful Bases for Processing: Information is processed to fulfill employment contracts, comply with legal/statutory obligations, support the public interest or safeguarding, and pursue legitimate interests that do not override staff rights. Special category (sensitive) data and criminal conviction data are processed under strict statutory safeguards.

Automated Decision-Making and AI: Aligning with the Data (Use and Access) Act 2025, staff will not face significant automated decisions (including AI tools) without a lawful basis, appropriate safeguards, clear logic explanations, and a 21-day window to request human intervention.

Sharing, Retention, and Security

Data Sharing: Data may be shared securely or anonymised with entities such as the Department for Education, Ofsted, the Local Authority, law enforcement (police/HMRC), occupational health, legal advisors, and payroll/IT support providers.

Retention: Staff data is typically retained for 6 years post-employment, unless statutory or safeguarding obligations require a longer period.

Security: Technical and organisational measures protect data against loss or unauthorized access, with access restricted strictly on a business-need-to-know basis.

Staff Rights and Complaints

Staff maintain rights to access data (SAR), request corrections, request erasure, restrict or object to processing, and transfer data. Subject access requests are completed within one calendar month (with pauses permitted for identity verification), and consent can be withdrawn at any time by contacting the Principal.

For internal queries, staff should contact the HR and Resources Manager. Formal data protection complaints under the Data (Use and Access) Act 2025 will be acknowledged within 30 days. Unresolved complaints can be escalated to the Academy's Data Protection Officer or directly to the Information Commissioner's Office (ICO):

Data Protection Officer: Judicium Consulting Limited (Lead Contact: Craig Stilwell)
Address: 5th Floor, 98 Theobalds Road, London, WC1X 8WB
Email: dataservices@judicium.com
Telephone: 0345 548 7000 (Option 1) / 0203 326 9174
ICO Website: www.ico.org.uk

Date reviewed: November 2026
Next review date: November 2027