



ENNISKILLEN ROYAL GRAMMAR SCHOOL PRIVACY NOTICE

For Those Employed in a Non-Teaching Role

ABOUT US

We, the Board of Governors of Enniskillen Royal Grammar School are a data controller of the personal information you provide to us as an individual employed at the school. This means that we will determine the purposes for which and the manner in which any personal information relating to school employees is to be processed.

We are required under the General Data Protection Regulation (GDPR) to notify you of the information contained in this privacy notice.

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the GDPR.

It applies to all employees. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practicable.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the GDPR.

If you have any questions about this privacy notice or how we handle personal information, please contact the Principal who will deal with your query. The Principal can be contacted on

email: info@royal.enniskillen.rgschool.uk

Post: 1 Lough Shore Road, Enniskillen, Co.Fermanagh, BT74 5HG

Telephone: Lough Shore site 028 66 520556

Cooper Crescent site 028 66 520165

Our Data Protection Officer is the Education Authority and it monitors the school's data protection procedures to ensure they meet the standards and requirements of the GDPR.