



# Privacy Notice for the school workforce – use of your personal data

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing privacy 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 otherwise engage, to work at our school.

We, Old Fletton Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Julia Law.

## The personal data that we hold

Personal data that we may collect, use, store and share (when appropriate) about individuals we employ, or otherwise engage, to work at our school includes, but is not restricted to:

- ❖ Personal information (such as name, address and date of birth)
- ❖ Characteristics (such as gender, age and ethnicity)
- ❖ Next of kin and emergency contact numbers
- ❖ Contract information (such as 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 licence
- ❖ Photographs
- ❖ CCTV footage
- ❖ Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- ❖ Race, ethnicity, religious beliefs, sexual orientation and political opinions
- ❖ Trade union membership
- ❖ Health, including any medical conditions, and sickness records

## Why we collect and use this information

The purpose of processing this data is to help us run the school, including to:

- ❖ Enable you to be paid
- ❖ Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- ❖ Support effective performance management
- ❖ Inform our recruitment and retention policies
- ❖ Allow better financial modelling and planning
- ❖ Enable equalities monitoring

- ❖ Improve the management of workforce data across the sector
- ❖ Support the work of the School Teachers' Review Body

### **Our legal basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- ❖ Fulfil a contract we have entered into with you
- ❖ Comply with a legal obligation
- ❖ Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- ❖ You have given us consent to use it in a certain way
- ❖ We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

### **Collecting this information**

We collect personal information via staff application forms and contracts. While the majority of information we collect from you is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we will make it clear whether providing it is mandatory or optional.

### **Storing this data**

Personal data is stored in line with our Data Protection policy. We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Records Management Policy, which is available on the school website.

### **Data sharing**

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 data protection law) we may share personal information about you with:

- ❖ Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about headteacher performance and staff dismissals.
- ❖ The Department for Education - to inform departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce, link to school funding and expenditure and support longer term research and monitoring of education policy.
- ❖ Suppliers and service providers e.g. payroll
- ❖ Health and social welfare organisations
- ❖ Professional advisers and consultants
- ❖ Police forces, courts, tribunals
- ❖ Employment and recruitment agencies

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

### Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005.

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- ❖ conducting research or analysis
- ❖ producing statistics
- ❖ providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- ❖ who is requesting the data
- ❖ the purpose for which it is required
- ❖ the level and sensitivity of data requested; and
- ❖ the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

### Your rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them. To make a request for your personal information contact our data protection officer.

You also have the right to:

- ❖ object to processing of personal data that is likely to cause, or is causing, damage or distress
- ❖ prevent processing for the purpose of direct marketing
- ❖ object to decisions being taken by automated means
- ❖ in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- ❖ a right to seek redress, either through the ICO, or through the courts
- ❖ the opportunity to withdraw your consent, on such occasions where we are processing your data which you had previously given us consent to use

### Updates to this Notice

We may need to update this Privacy Notice periodically so we recommend that you revisit this information from time to time. This version was last updated in November 2018.

## Complaints

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

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- ❖ Report a concern online at <https://ico.org.uk/concerns/>
- ❖ Call 0303 123 1113
- ❖ Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer** email: [office@oldfletton.peterborough.sch.uk](mailto:office@oldfletton.peterborough.sch.uk).