



## **SCHOOL WORKFORCE PRIVACY NOTICE**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold on them. We comply with this right by providing 'privacy notices' (sometimes called fair processing 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, Burhill Primary School are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is:

Judicium Consulting Ltd  
72 Cannon Street  
London  
EC4N 6AE  
dataservices@judicium.com  
0203 326 9174

### **The personal information that we hold**

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

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- 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 an application form 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 for any disciplinary and/or grievance procedures

- Absence data
- 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 and medical conditions, and sickness records

### **Why we collect and use this data**

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

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Inform our recruitment and retention policies
- Enable individuals to be paid
- Support effective performance management
- Allow optimal financial modelling and planning
- Enable equalities modelling
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' review Body and the School Support negotiating body.

### **Our lawful 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 when 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 interest)

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 withdraw consent if you wish to do so.

Some of the criteria 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**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis.

Whenever we seek to collect information from you, we will make it clear whether you must provide this information (and if so, what the possible consequences are of not complying, or whether you have a choice.

### **How we store this data**

Personal data is stored in line with our data protection policy

We create and maintain an employment file for each member of staff both electronically and as a hard copy. 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 the guidelines in 'The Information Management Toolkit for Schools'.

This toolkit is produced by the Information and Records Management Society sets out how long we should keep information about staff. You can find a copy of it at [www.irms.org.uk/page/SchoolsToolkit](http://www.irms.org.uk/page/SchoolsToolkit)

### **Data Sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protect 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 (DFE) – to fulfil statutory obligations - e.g. census
- Your family or representatives – in emergency situations

- Educators and examining bodies – to facilitate the opportunity for professional staff development.
- Our regulatory body, Ofsted – to fulfil statutory obligations
- Suppliers and service providers – to enable them to provide the service we have contracted them for, for example, payroll.
- Financial organisations – to assist the smooth running of the school with regard to financial processes.
- Central and local government – to process DBS checks and fulfil statutory obligations
- Our auditors – to fulfil our legal obligations
- Survey and research organisations – to aid educational research and improve standards in the school.
- Trade unions and associations – to support the wellbeing and professional development of staff.
- Security organisations – to maintain a secure and safe school
- Health authorities/Social welfare organisations – to support the health and wellbeing of staff
- Occupational Health provider – to establish that staff are fit to work and to aid the health and wellbeing of staff.
- Professional bodies, advisors and consultants – to allow staff the opportunity for professional development
- Training and conference delivery organisations – to support staff with their professional development.
- Police forces, courts, tribunals – to meet legal obligations
- Future employers for reference purposes

### **Transferring data internationally**

The GDPR restricts data transfers to countries outside the EEA in order to ensure that the level of data protection afforded to individuals by the GDPR is not undermined.

The School will not transfer data to another country outside of the EEA without appropriate safeguards being in place and in compliance with the GDPR. All staff must comply with the School's guidelines on transferring data outside of the EEA. For the avoidance of doubt, a transfer of data to another country can occur when you transmit, send, view or access that data in that particular country.

### **Requesting access to your personal data**

Under data protection legislation, individuals have the right to make a 'subject access request' to gain access to personal information that the about them

If you make a subject access request, and if we do hold information about you, we will

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

### **Other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You 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 (by computer or machine, rather than by person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the Data Protection regulations.

To exercise any of these rights, please contact our Data Protection Officer. We take any complaints about our collection and use of personal information very seriously.

If you consider that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

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

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

### **Further information**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Judicium Consulting Ltd

72 Cannon Street

London

EC4N 6AE

[dataservices@judicium.com](mailto:dataservices@judicium.com)

0203 326 9174

This notice is based on the *Department for Education's model privacy notice* for school workforce, amended for staff and to reflect the way we use data in this school.

Policy source: The Key for School Leaders [www.schoolleaders.thekeysupport.com](http://www.schoolleaders.thekeysupport.com)  
May 2018