

Battle and Langton Church of England Primary School



Staff Privacy Notice



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Approved By			
Headteacher	Mr S Hughes		
Chair of Governors	S. Cutting		

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Introduction

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' (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, Battle and Langton CE Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is **Peter Questier (ESCC)**

Our school designated data protection officer is **Gary Alexander**

The personal data 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 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
- Proof of identity and right to work documents. For example: Passports, birth certificates, official documents showing NI number, proof of address
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system
- Your times of entering and leaving the building

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 use this data

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
- Ensure your safety
- We are required to for reasons of "public health", for example during a pandemic

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 where we need to:

- Fulfil a contract we have entered into with you (Article 6b)
- Comply with a legal obligation (Article 6c)
- Carry out a task in the public interest (Article 6e)

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

- You have given us consent to use it in a certain way (Article 6a)
- We need to protect your vital interests (or someone else's interests) for example knowing if you are in the building in the event of a fire (Article 6d)
- We have legitimate interests in processing the data – for example, where we need to track staff internet usage (Article 6f)
- We are required to for reasons of "public health", for example during a pandemic

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. Should you wish to withdraw your consent, please contact Mr Alexander in writing.

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

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we 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 securely in our Information Management system (SIMS) or in a physical personnel file kept securely in an office. The information contained in this file is only used for purposes directly relevant to your employment. Your data is stored in line with our retention schedule, available from the office.

Sharing your data

We routinely share some of your data with the following organisations (not all apply to all staff):

- SIMS – in order to process your salary
- East Sussex County Council – 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.
- Department for Education (DfE): We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- Google (name, job title, photograph) – in order to give you access to email and calendar
- Microsoft (name, email) – in order to give you access to the planning sharepoint
- Invenry (name, job title, photograph) – in order to give you access to the building.
- Other third party providers of educational resources – in order that you have access to the children's information.
- Traded services purchased through the LA (e.g. for Legal, Human Resources or Information Governance Support)
- Prospective employers – in order to provide a reference should you apply for a new job
- CPOMS – in order for you to access the information and log concerns
- NHS Test and Trace – in order to fulfill our duties in light of the pandemic
- Our local Diocese

We only share data with organisations who have adequate security measures and protections in place.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information please contact Gary Alexander

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

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- 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
 - Where we are processing your personal data with your consent, you have the right to withdraw that consent.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access

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request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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