



GRANGE INFANT SCHOOL

PRIVACY NOTICE (SCHOOL STAFF)

HOW WE USE WORKFORCE INFORMATION

Under UK 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.

Grange Infant School is the 'data controller' for the purposes of UK data protection law. Our Data Protection Officer (DPO) is the School Business Manager and is available to contact at adminoffice@grange-inf.hants.sch.uk

The categories of information that we process include:

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:

- Personal information e.g. name, employee/teacher number
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Contract information e.g. start date, hours, post, salary, annual leave, pension & 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 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 motor car insurance to confirm 'business use' cover is included if claiming motor mileage for courses, CPD traveling
- Photographs
- Data about your use of the school's information and communications system
- Work absence information e.g. number of absences and reasons

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

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

Why we collect and use workforce information

We use workforce data to:

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



- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

Our legal basis for using processing workforce information using this data

Under the UK GDPR, the legal basis we rely on for processing personal information for general purposes are:

- For the purposes of performance of a contract e.g. contracts of employment, contracts for services
- Where processing is necessary for compliance with legal obligations of the Governing Body e.g. including but not limited to legal obligations under the Education Act 2002; Education Act 2005, the School Staffing Regulations 2009; the Employment Rights Act 1996, relevant tax law and other employment law obligations
- Where processing is necessary for the performance of a task carried out in the public interest or exercise of official authority vested in the Governing Body e.g. education functions associated with running a school

In addition, concerning any special category data:

- Where processing is necessary for the purposes of carrying out obligations and exercising rights of the school or staff in the field of employment
- Where processing is necessary for reasons of substantial public interest e.g. connected to the education functions associated with running a school
- Where processing is necessary for the purposes of preventive or occupational medicine e.g. where occupational health advice is sought

Consent

In some circumstances, we may ask you for explicit consent to enable us to process your data. However, this will normally only be where there is no other legal basis for us to process this information. Where we rely on consent, you may withdraw your consent at any time.

Collecting workforce information

We collect your personal information via staff application/contract forms and personal details forms that you complete during the recruitment, pre-employment and induction processes. Workforce data is essential for the school's / local authority's operational use. While the majority of personal information from you provide to us is mandatory, there is some that you can choose whether or not to provide to us. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing workforce information

We create and maintain an employment file for each staff member. The information contained in this file is kept secure, with restricted access, 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 HCC record retention schedule and records management policy. A copy can be found on the school network in the policies file.

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

- Our Local Authority (LA), to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education (DfE)
- Your family or representatives, in the event of an emergency incident/accident at work



- Educators and examining bodies
- Our regulator e.g. Ofsted
- Suppliers and service providers, to enable them to provide the service we have contracted them for, such as payroll, IT support
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

We share information about school employees with the DfE on a statutory basis. This data sharing informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce, links to school funding and expenditure and supports long term research and monitoring of educational policy.

We are required to share information about our school employees with our LA under regulation 5 of the Education (Supply of Information about the School Workforce) (No 2) (England) Regulations 2007 (as amended). Our LA has a duty to provide the DfE with the information about our school employees under regulation 6 of the Education (Supply of Information about the School Workforce) (No 2) (England) Regulations 2007.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with UK data protection law.

Your rights

How to access personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds 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 DPO.

Your other rights regarding your data

Under, UK GDPR, individuals have certain rights regarding how their personal data is used and kept safe.



You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- A right to seek redress, either through the ICO, or through the courts

To exercise any of these rights, please contact our DPO.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think 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 exercise any of these rights, please contact our DPO.

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: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact:

If you would like to discuss anything in this privacy notice, please contact:

- Miss Myers, Headteacher or DPO, Mrs Fairs.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates.

This notice is based on the Hampshire Services School Legal Support Team model privacy notice for school staff to reflect the way we use data in our school.

Review: This policy will be reviewed annually.

Agreed: This policy was agreed and ratified at the Governing Body meeting held 13th December 2022

Next review: December 2023

Signed
Headteacher

Signed
Chair of Governors