

## PRIVACY NOTICE



### What is the purpose of this Notice?

This is our school's Privacy Notice which is intended to provide you with information about how and why we process your personal information. It is also intended to provide you with other information which is required under the General Data Protection Regulation (GDPR). The GDPR is a piece of legislation which contains the key laws relating to data protection.

It is important to the school, and a legal requirement, that we are transparent about how we process your personal information. As a school that processes personal information, we are known as a "data controller". This means that we collect and use personal information for specified purposes which this Privacy Notice has been designed to tell you about.

### The Data Protection Officer

The school has an appointed Data Protection Officer (DPO), HY Professional Services, who can be contacted by telephone on 0161 804 1144. The DPO is responsible for dealing with data protection issues within the school and you can contact the DPO should you wish to discuss any issues or concerns that you have about data protection.

### What personal information do we collect?

The types of personal information that we collect will include:-

- personal information (such as name, employee or teacher number, national insurance number, next of kin and contact details)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant medical information

### What is the purpose of us collecting your personal information?

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and to enable individuals to be paid. We use workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- enabling individuals to be paid
- monitoring staff attendance
- safeguarding purposes
- dealing with reference requests

### Legal basis for processing

We may process your personal information, but no more so than is necessary, to comply with legal obligations which the school is subject to or because processing is necessary to comply with the terms and conditions of your contract of employment.

Whilst the majority of the information you provide to us is mandatory, some of it is provided on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this. We will therefore obtain your consent in these circumstances.

If we are required to process sensitive personal information, then we will usually do this, to the extent that it is necessary, to carry out employment law obligations. Where this is not the case, we will usually obtain your explicit consent.

### **Who will we share this information with?**

We are required, by law, to pass on some of this personal data to:

- our local authority
- the Department for Education (DfE)

We also share information with may include:

- IT Providers
- education support services
- payroll and HR providers
- health and safety, insurers and legal providers
- other employers for providing a reference

### **Why we share school workforce information**

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

Local authority - We are required by law to share information about our workforce members with our local authority.

Department for Education (DfE) - 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 of educational attainment.

### **How long will we hold your information for?**

We will hold personal information for a period of time specified by law and as detailed within our retention policy. We generally hold school workforce data for the period of your employment until termination and a period of 6 years thereafter. For more information, please ask the DPO for a copy of our retention schedule.

### **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>

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

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

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
- Claim compensation for damages caused by a breach of the Data Protection Regulations.

### **Complaints and further information**

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

If you would like to discuss anything in this privacy notice, please contact the DPO whose contact details are provided above.

Effective date: 25 May 2018