Data Protection Act 2018

Privacy Notice – Teachers / Staff

We need to hold personal information about you on our computers systems and in paper records to help us with the daily running of the school as an organisation.

Your Headteacher is responsible for their accuracy and safe-keeping. Please help to keep your records up to date by informing us of any change of circumstances.

Senior school staff and in some circumstances administration staff have access to your records to enable them to do their jobs. Anyone with access to your record is properly trained in confidentiality issues and is governed by a legal duty to keep your details secure, accurate and up to date.

All information about you is held securely and appropriate safeguards are in place to prevent loss.

In some circumstances we may be required by law to release your details to statutory or other official bodies, for example if a court order is present, or in the case of public educational matters. In other circumstances you may be required to give written consent before information is released.

We use school workforce data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid

Categories of information that we collect, hold and share include:

- Personal information (such as name, employee or teacher number, national insurance number)
- 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)

The lawful basis on which we process this information

We process this information under:

- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- Processing is necessary for the purpose of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.
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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. In order to comply with Data Protection Act, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold workforce data whilst in employment with the school, and for 2 years following the date you leave the organisation. Where the school feels the need for the data to be retained for example in the case of a possible employment tribunal, the information will be stored for up to 5 years or to the full completion of any following case.

Sharing of information

We routinely share staffinformation with:

- Our local authority
- The Department for Education (DfE)

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

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 education attainment.

Requesting access to your personal data

Under the Data Protection Act, you have the right to request access to information about you that we hold. To make a request for your personal information, please make direct contact with the data protection team as outlined below.

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 purposes of direct marketing
- Object to decisions being taken by automatic means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach.

Data Protection Officer

The school has an independent data protection officer service supplied by Global Policing Limited. Global Policing is an organisation run by ex-senior police officers who specialise in working with schools and have vast experience of data protection matters. If you have any questions or comments, or wish to make any requests under the Regulations, you should contact them directly:

- Telephone (answerphone) 0161 212 1681
- Email datarequests@globalpolicing.co.uk
- Website www.globalpolicing.co.uk/data

If you have a concern about the way we are collecting or using 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

Global Policing

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Signed Permission – Employee

You must read the information supplied above and return this signed document to the school.

Specific Additions:

☐ I give permission to the school to use / take photographs of me, and for these to be displayed in the school with my name and outside of the school for example on the school website.

☐ ***Add additional specific items here or delete.***

Name _____

Signed _____ **Date** _____

☐ I have the right to give the school permission to hold and use information about me.

☐ I also have been made aware of my rights within the Data Protection Act and how I can contact the data protection officers.

Please note that this form will be stored either electronically or a paper copy will be saved and retained until you leave the schools employment.