



PRIVACY NOTICE: STAFF

Introduction

Under data protection law, individuals have a right to be informed about how an employer 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, Owlsmoor Primary School, collect, store and use personal data about those we employ, or otherwise engage, to work at the school.

We may also hold, collect, store and use personal data about:

- volunteers (regular or infrequent)
- adults who visit the school on a regular basis (such as Local Authority employees or members of agencies who support children)
- visitors to the school

Owlsmoor Primary School is the 'data controller' for the purposes of data protection law.

The name of our Data Protection Officer (DPO) can be found on the Owlsmoor Primary School website (www.owlsmoorprimaryschool.com)

Privacy Notice (How we use school workforce information)

The categories of school workforce information that we collect, process, 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, marital status and 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)
- safeguarding information (such as DBS checks, Right to Work documents and any other data required in a Single Central Record for the purpose of safeguarding children)
- copies of identification (such as driving licence, passport and photograph for ID cards)
- recruitment information (such as references and other information included in a CV or cover letter or as part of the application process)

- medical information
- general payroll information (such as bank name and account details)
- performance data (including yearly performance management data or capabilities information)
- behaviour information (including any disciplinary action or notices)
- contact details (such as address, email and phone number/s)
- personal details (such as date of birth and marital status)
- CCTV footage (for safeguarding and security)

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 collect and use this information

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
- safeguard children
- meet statutory and legal requirements for employee and volunteer records
- allow better financial planning and modelling
- enable disability and ethnicity monitoring, to support equal opportunities
- support the work of the School Teachers' Review Body
- support effective performance
- inform our recruitment and retention policies

The lawful basis on which we process this information

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
- comply with a legal obligation
- carry out a task in the public interest
- adhere to Local Authority (LA) requests

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

- you have given us consent to use it in a certain way (such as photographs for publications)
- we need to protect your vital interests (or someone else's interests)

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 go about withdrawing consent if you wish to do so.

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

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 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.

Storing this information

We hold staff data according to our Records Management Policy. In general, monitored and regularly updated records are kept for the length of time a staff member is employed at Owlsmoor Primary School. However, we also keep staff records beyond the end of a person's employment at Owlsmoor Primary School to comply with legal and safeguarding obligations. Please refer to our Records Management Policy for full details.

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- our regulator, Ofsted,
- our auditors
- survey and research organisations
- trade unions and associations • health authorities
- security organisations
- health and social welfare organisations
- professional advisers and consultants
- police forces, courts, tribunals
- professional bodies
- employment and recruitment agencies.

Why we share school workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies (such as those related to safeguarding) allow us to do so.

Local authority

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 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 educational attainment.

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.

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/datacollection-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>

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 data protection law. An example of when this is necessary is when a pupil leaves the school to move abroad, and the new school request their pupil data.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. Parents/carers may make a request with respect to their child's data, where the child is not considered mature enough to understand their rights over their own data (under the age of 12), or where the child has provided consent. Parents also have the right to make a subject access request with respect to any personal data 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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. This may be needed, for example, to transfer your data to another school or organisation if you change employment.

To make a request for your personal information, contact the school office on 01344 776642 or secretary@owlsmoorsprimary.com

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.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance by contacting the school office. The admin team and Senior Leadership team of the school will then advise you on how best to address your issue or concern, as it may be solved through our internal systems and processes. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact Mrs Owles (our Admin Manager) on 01344 776642 or secretary@owlsmoorprimary.com