

PRIVACY NOTICE FOR SCHOOL WORKFORCE (GDPR)



September 2020

The categories of information that we may collect, process, hold and share include:

- personal information (such as name, address, employee or teacher number, national insurance number contact details, including email address and telephone number, date of birth and gender)
- the terms and conditions of your employment;
- details of your qualifications, skills, experience and employment history, where relevant;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record;
- details of your schedule (days of work and working hours) and attendance at work;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including reviews and ratings pertaining to your school activity, where relevant;
- information about medical or health conditions, including whether or not you have a disability for which the school needs to make reasonable adjustments.

This list may not be exhaustive – to access the current list of information the school processes, please see the school's Data Asset Register which is held by the School Business Manager.

Why we collect and use this information

Purley C.E. Primary School collects and use your information for the following reasons:

- to improve the management of third-party data
- to enable the development of a comprehensive picture of the third parties used by the school and how they are deployed
- to inform the development of contacts and retention policies
- to allow better internal financial modelling and planning
- to allow individuals to be paid

The lawful basis on which we process this information

The lawful bases for processing are set out in Article 6 and Article 9 of the GDPR. At least one of these must apply whenever we process personal data:

Contract: the processing is necessary for a contract the school has with you, or because the employee has asked for specific steps before entering into a contract.

Legal obligation: the processing is necessary for the school to comply with the law (not including contractual obligations).

Collecting this information

Purley C.E. Primary School may collect information in a variety of ways. For example, data might be collected through application forms, obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessments.

We may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks permitted by law.

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

Data will be stored in a range of different places, including in the school's information management systems and in other IT systems (including the school's email system).

We hold third party data in line with the school's GDPR Data Protection Policy available on our school's website.

Who we share this information with

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

Your information may be shared internally within the school, including with the school Senior Leadership and Administrative teams, and other staff if access to the data is necessary for performance of their roles.

The school may share your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service.

Purley C.E. Primary School also shares your data with:

- West Berkshire Local Authority,
- the Department of Education (DfE) and with third parties that process data or undertakes a service on its behalf,
- our designated HR provider to provide us with advice on employment and provision of a contract of employment;

The school will not transfer your data to countries outside the European Economic Area.

Where the school engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical measures to ensure the security of data.

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 to share information about our third party colleagues with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We may share information about our third party colleagues with our local authority (LA) in relation to safeguarding concerns or complaint resolution.

- **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.

For information about the department's data collection and 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>

How long do we keep data?

Purley C.E. Primary School will hold your personal data for the duration of your school relationship. The periods for which your data is held after the end of this relationship are as set out in our GDPR Data Protection Policy.

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, contact Mrs Eve Hubert, School Business Manager.

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 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/>

If you would like to discuss anything in this privacy notice, please contact the School Business Manager.

Contact Information:

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

Mrs Eve Hubert, School Business Manager – finance@purleyprimary.org.uk

Or

Mr Thomas Ng, Data Protection Officer, WBC – dpo@lea.w-berks.sch.uk