

Privacy Notice – Staff (School Workforce information)

(How we use information about members of staff)

To run the school and help learning and achievement for our students, Forest Park Primary School collects and uses information about members of staff. In this document Forest Park Primary School is referred to as 'We' or 'Ours'. Members of staff are referred to as 'You' or 'Your'

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the General Data Protection Regulation (GDPR).

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

What Information do we collect and use about staff?

We collect many different categories of information, for example:

- Personal details (such as name, employee number, national insurance number)
- Characteristics information (such as gender, age, ethnic group)
- Contact details (such as telephone numbers, address)
- Medical information
- Banking details
- Contract information (such as start date, hours worked, post, roles and payroll information)
- Taxation details
- Pension details
- Job application detail
- Selection and interview records
- References received
- Identity verification records
- Qualifications (and, where relevant, subjects taught)
- Performance assessment details
- Information for improving performance
- Work absence information (such as number of absences and reasons)
- Records of communications
- Photographs of you or images on CCTV
- Information to identify you in school
- Records of transactions
- Information about the use of school IT systems
- Information about consultation with other professionals

This list is not exhaustive, to access the current list of categories of information we process please see the GDPRiS tool or the Privacy Manager.

We also are required to collect and use information that is given additional protection under the GDPR, for example;

- Demographic information required for monitoring equal opportunities

- Information about health conditions and medical appointments

Why we collect and use this information

We use the information for some, or all, of the, reasons below;

- To enable you to work for us
- To enable individuals to be paid
- To enable the deployment of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- To support you in teaching and learning
- To maintain a safe environment for our pupils
- To provide appropriate pastoral care for our students
- To enable you to take part in appropriate training and professional development
- To help you to deliver the best support of our student and your colleagues
- To enable you to pay for activities for your child(ren)
- To enable you to pay for meals in school
- To comply with our legal obligations to share information
- To ensure your health and safety
- To keep you up to date with news about the school

The legal basis for using this information

Depending on the purpose, our use of your information will be legal due to one of the following:

- Informed consent given by you [Article 6(1)(a)]
For example: The use of banking information in our payment service
- To meet the terms of a contract
For example: Recording the amount of annual leave you have taken
- To meet a legal requirement [Article 6(1)(c)]
For example: Providing information to HMRC
- To protect the vital interests of you or someone else [Article 6(1)(d)]
For example: Giving your contact details to emergency services
- Delivering a public task [Article 6(1)(b)]
For example: Keeping records of meeting with parents

Where we use special category personal data we process this under the following exemptions from Section 9 of GDPR:

- Information used in the field of employment [Article 9(2)(b)]
For example: Using information about ethnic origin for equality monitoring purposes
- To protect the vital interests of you or someone else [Article 9(2)(c)]
For example: providing details of any medical conditions you have in the event of an emergency

- For substantial public interest [Article 9(2)(g)]
For example: Using information about your health to ensure a safe working environment, processing staff absence insurance claims

Collecting school workforce information

We collect school workforce information via:

- Application and appointment process
- Data collection sheets
- Personal details change forms

Workforce data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to complete with 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 your personal data

We hold data securely for the set amount of time shown in our data retention schedule. Some of the personal data that we collect, and use, is added to your personnel file. Other data, depending on its purpose will be kept in other systems or in manual files. We use encrypted emails to enable authorised users to transfer information to one another. Further information is located in the Data Protection Policy.

Some personal data is kept for different lengths of time. For example;

- Your personnel file is for 6 years after the date you leave employment
- Annual appraisals are kept for the current year and then for 5 years
- Records of any accident you have at work are kept for 12 years after the incident

If you'd like to know how long we keep a specific piece of personal data, please see the Information Records Management Schedule or contact the Privacy Officer whose details can be found at the end of this Privacy Notice.

Sharing your personal data

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we share personal data with are:

- Stoke on Trent Local Authority
- The Department for Education
- Healthcare, social and welfare organisations
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers

- Academy trusts

Where we share your personal data with someone who is a supplier or service provider we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

Why we share school workforce information

We do not share information about our 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 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

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

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.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Your rights to your personal data

You have rights relating to the personal data that we collect and use. Depending on the legal basis we are using the information, you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the Privacy Officer.

The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have:

Requesting access to your personal data

Under data protection legislation, you have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR. To make a request for your personal information, contact the Privacy Officer. You will also need to supply us with standard information to verify your identity.

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

- a right to seek redress, either through the ICO, or through the courts

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/>

Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have to right to ask us to erase it, or to provide it in an electronic format that you can give to someone else. For some personal data, if we are subjecting it to automated decision making then you have the right to object to this and request that a person is involved.

You will be given full details of these rights if you request access to your personal data or you can ask the Privacy Officer.

The right of access to your personal data

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

Who to contact

The school has the responsibility to ensure that your personal data is protected. It is called the **data controller**. All members of staff work for the data controller.

We recommend that you contact the Privacy Officer who is the data protection administrator:

Schools are also required to have someone called a Data Protection Officer or DPO. The DPO advises the school about issues to do with data protection, but can also help you, if you have a problem.

We recommend that you contact the Privacy Officer as they are the data protection administrator:

Name of Person: Mrs M Colclough
email address: mcolclough@forestpark.org.uk
Contact number: 01782 234979
Contact address: Forest Park Primary School
Woodall Street
Hanley
Stoke-on-Trent
Staffordshire
ST1 5ED

Schools are also required to have someone called a Data Protection Officer or DPO. The DPO advises the school about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is GDPR Sentry Ltd

Name of DPO: GDPR Sentry Ltd
email address: info@gdprsentry.com
Contact number: 0113 804 2035
Contact address: 4 Highcliffe Court
Greenfold Lane
Wetherby

Leeds
LS22 6RG

If you have any questions about this privacy notice please contact the Privacy Officer in the first instance.

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. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113.



Department for Education Information

How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

Data collection requirements

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>.

Sharing by the Department

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.

To contact the department: <https://www.gov.uk/contact-dfe>