

Privacy Notice for School Workforce

Non Sibi Sed Aliis

Your word is a lamp to my feet and a light to my path.
Psalm 119, vs 105

“Nothing is covered up that will not be revealed, or hidden that will not be known. Therefore whatever you have said in the dark shall be heard in the light, and what you have whispered in private rooms shall be proclaimed on the housetops.” Luke 12: 2-3

This policy document and the content contained therein remains the responsibility of the Headteacher and Governing Body of the school. No amendments can be made without their express instructions and they remain the final arbiters in any matters relating to it.

Review Date: Summer Term 2020

Next Review Date: Summer Term 2022

Reviewed By: Mr S Haycocks & Ms K Kidd

GDPR Privacy Notice for the school workforce **(including Governors and volunteers)**

Who processes your information?

The school is the data controller of the personal information you provide to us. The Headteacher determines the purposes for which, and the manner in which, any personal data relating to staff is to be processed.

Ms K Kidd is the data protection officer. Their role is to oversee and monitor the school's data processing practices. This individual can be contacted on 01772 421009 or email enquiries@balshaws.org.uk

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

Why do we need your information?

We have the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- School Staffing (England) Regulations 2009 (as amended)
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

Staff members' personal data is also processed to assist in the running of the school, and to enable individuals to be paid.

If staff members fail to provide their personal data, there may be significant consequences. These include the following:

Employment checks:

- Failure to provide the school with ample proof of a right to work in the UK will prevent employment at Balshaw's CE High School.
- Employees found to be working illegally could face prosecution by law enforcement officers.
- Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.

For which purposes are your personal data processed?

In accordance with the above, staff members' personal data is used for the following reasons:

- Contractual requirements
- Employment checks, e.g. right to work in the UK
- Salary requirements

Which data is collected?

The personal data the school will collect from the school workforce includes the following:

- Names
- National insurance numbers
- Characteristics such as ethnic group, religion, marital status
- Employment contracts
- Remuneration details
- Qualifications
- Absence information

[NB. The above list is not exhaustive]

The collection of personal information will benefit both the Department of Education (DfE) and the Local Authority (LA) by:

- Improving the management of workforce data across the sector.
- Enabling the development of a comprehensive picture of the workforce and how it is deployed.
- Informing the development of recruitment and retention policies.
- Allowing better financial modelling and planning.
- Enabling ethnicity and disability monitoring.
- Supporting the work of the school teachers' review body.

Will your personal data be sought from third parties?

Staff members' personal data is only sought from the data subject. No third parties will be contacted to obtain staff members' personal data without the data subject's consent.

Staff members' personal data may be obtained and processed from third parties where the law requires the school to do so, e.g. medical records from a GP. The categories of data obtained and processed from third parties include:

- DfE Disqualified for Teaching checklist

Where data is obtained from third parties, the personal data originates from the following sources:

- Department of Education

How is your information shared?

We will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We are required, by law, to pass on some personal information to our LA and the DfE. This includes the following:

- Names
- National insurance numbers
- Characteristics such as ethnic group, religion, marital status

How long is your data retained for?

Staff members' personal data is retained in line with the school's Records Management Policy.

Personal information may be retained for the following periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please download our Records Management Policy.

What are your rights?

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that we hold.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.
- Claim compensation for damages caused by a breach of the Data Protection regulations

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Staff members also have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how we process your personal data.

How can you find out more information?

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, <https://www.balshaws.lancs.sch.uk/>, the Gov.UK website <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data> .