

Privacy Notice – staff Updated April 2018



How we use school workforce information

This Privacy Notice tells you what to expect when Lilycroft Nursery School collects personal information about you. Lilycroft is committed to compliance with the General Data Protection Regulation 2018 (GDPR) and the Data Protection Act 1998, as well as your rights to confidentiality and respect for privacy. We will ensure that we keep your personal information accurate and secure.

We will only collect the minimum information necessary, and when we no longer need to keep the information about you, that information will be disposed of in a secure manner.

We use this information in the performance of your employment contract, for payment purposes and for statutory and employment reporting.

By processing your personal data in this way, we can ensure:

- That you get paid on time.
- That you get the support you need to enable you to do your job.
- That we can provide a reference for you after you have left.
- That we build up a comprehensive picture of our workforce to inform our recruitment and retention policies.

Collecting the information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

The information we collect and hold includes:

- Name, address, contact and next of kin details
- Special categories of data including characteristics information such as gender, age, ethnicity, disability.
- Contract information such as start date, salary, working pattern, maternity/paternity history
- Applications, employment, training and qualifications history
- DBS number and date
- Absence, health and performance data
- Discipline, grievance and performance case management details
- Date of birth, national insurance number and bank details
- Pension, tax and national insurance details
- Basic pay, allowances, deductions and additional payments history
- Accident and incident details
- Health screening, surveillance and monitoring and medical advice

Who uses this information?

Our HR team, your line manager, PACT HR and Payroll Services will use this information.

How do we keep this information secure?

Your information is stored securely on database and document management systems with stringent access and use policies.

How long do we keep this information?

We have a data retention policy which details how long we keep different types of records and when these are deleted.

Photos and videos

Photos and videos will be taken of staff working with children. These photos will be used in children's record of achievement, for displays, in leaflets and other publicity materials, and on the Lilycroft website. Photos and videos may also be shared on the Lilycroft Facebook page. These will be deleted within 2 months of posting. Photos and videos will not be tagged with the staff member name. Most photos will be deleted within 2 years, however we may keep some photos to use in future years for training or publicity purposes.

If you do not want your photo to be used in any of these ways, please inform Anne-Marie Merrifield, Executive Headteacher.

CCTV is used to monitor the school/centre buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to school/centre property. Please see our CCTV policy for more information.

Who do we share this data with?

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 also 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. All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the DfE including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We may sometimes share the information we have collected about you other government departments and the police where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, to:

- Prevent, detect and prosecute crime (including the National Fraud Initiative).
- Protect public money (including the National Fraud Initiative).

What authority do we have to collect and use this information?

The following categories of lawfulness apply:

- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract.
- Processing is necessary for compliance with a legal obligation.
- Processing is necessary to protect the vital interests of a data subject or another person.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- Processing is necessary for the establishment, exercise or defense of legal claims or where courts are acting in their judicial capacity.
- Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems.

In the rare circumstance that we don't have a legal authority to use your information, we will obtain your consent first.

What are your rights?

You have the right to request Lilycroft to stop processing your personal data. Wherever possible, we will seek to comply with your request but we may need to hold or process information in connection with one or more of our legal functions. If you have any questions about our use of these data, you wish to request a copy of the information we hold about you, or you wish to discuss your rights in relation to opting out from these processes, please contact Anne-Marie Merifield, Executive Headteacher.

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