



## **Privacy Notice for Staff and Volunteers**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ or otherwise engage, to work in our school. This is for employment purposes to assist in the running of the school or to enable individuals to be paid.

We, St John's CE Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer (DPO) is Mrs. Jill Hicks (see 'contact us' below).

### ***The personal data we hold***

The categories of school workforce information that we collect, process, hold and share include but is not restricted to:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, 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)
- performance information (appraisal records)
- outcomes of any disciplinary and / or grievance procedures
- medical information (such as food allergies or medication needed in an emergency)
- contact information (such as telephone numbers of contacts that an employee would want the school to contact in an emergency)
- address information (such as the known contact address to direct correspondence to)
- payroll information (such as bank account numbers for payment transfers)
- data about your use of the school's information and communication systems

### ***Why we collect and use this information***

We use school workforce data to:

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- 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
- enable ethnicity and disability monitoring
- allow better financial modelling and planning
- to contact you directly when you are not on the premises
- to contact others known to you, where you have provided their information, in cases where it would be reasonable for us to contact that individual

### ***The lawful basis on which we process this information***

We collect and use information under Article 6 and Article 9 of the GDPR, this enables the school to process information such as Departmental Censuses under the Education Act 1996 and other such data processes that relate education provision or payment of the individual.

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

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

- You have given us consent to use it in a certain way
- 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 can withdraw consent if you wish to do so.

### ***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. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

### ***Storing this information***

We create and maintain an employment file for each member of staff. The information contained in these files is kept secure and is only used for purposes directly relevant to your employment. We hold employee data (in either paper or electronic format) in line with our Records Management & Retention Policy, which is available in the school office.

### ***Who we share this information with***

We do not share your information with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required or necessary (and it complies with data protection law), we may share personal information with:

- our local authority (see below)
- the Department for Education (DfE) (see below)
- the Diocese of Blackburn Board of Education
- your family and representatives
- Ofsted & SIAMS
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as School's Advisory Service medical & well-being services
- our auditors
- trade unions and associations
- professional advisors and consultants
- police force, courts, tribunals
- employment and recruitment agencies

### ***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 pupils with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### **Data collection requirements**

The DfE collects and processes personal data relating to those employed by schools and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). 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 Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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>

### **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 'subject access request' for your personal information, contact our DPO, Mrs. Jill Hicks.

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 obtained the information from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible format

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, deleted or destroyed, or restrict processing
- claim compensation for damages caused by a breach of the data protection regulations

If you do need access to the data that we hold, then please follow the advice from the Information Commissioner's Office - <https://ico.org.uk/for-the-public/personal-information/>

## **Complaints**

As a school, we hope that we are open and transparent with data. We must do this whilst protecting, securely, the individual and their right for their data to be held securely.

We take any complaints about our collection and use of personal information very seriously

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer (DPO)

Alternatively, you can make a complaint to the Information Commissioner's Office

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

## **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer (DPO):

Mrs. Jill Hicks – via the school office or [jill.hicks@st-john.blackpool.sch.uk](mailto:jill.hicks@st-john.blackpool.sch.uk)