

Privacy Notice September 2019

EU General Data Protection Regulation (GDPR) for Employees, Governors, Volunteers and Visitors

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling 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; and
- supporting the work of the School Teachers' Review Body

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

- personal information (such as name, telephone no, address, date of birth, employee, teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group and health information.
- contract information (such as start dates, hours worked, post, roles and salary information, bank details)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- DBS and eligibility to work in the UK evidence and further checks information.
- Images and video (such as CCTV or photographs)

Why we collect and use this information

We use school workforce data to:

- 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 working adjustment consideration
- enable correspondence through mail
- enable the correct terms and conditions of employment to be monitored
- enable the compliance of Ofsted, DfE and UK employment regulations.

The lawful basis on which we process this information Article 6. GDPR

- Article 6.1.a. Consent
- Article 6.1.b Necessary for a contract
- Article 6.1.c. Necessary to comply with a legal obligation



Special category basis on which we process this information Art 9. GDPR

- Article 9.2.a. explicit consent
- Article 9.2.b. processing is necessary for obligations in the field of employment, including social security and social protection law
- Article 9.2.g. substantial public interest
- Article 9.2.h. health care – for the purposes of preventive medicine, assessment of working capacity of an employee or the provision of health care
- Article 9.2.j. processing is necessary for archiving purposes in the public interest, scientific or historical research purposes.

Collecting this information

We collect personal information via application forms, your contract, through appraisal processes and data collection sheets, training certificates, sign in/out sheets, risk assessment sheets and work experience personal details forms.

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

We hold school workforce data in both hard copy and electronic format, for the retention period as stated in our school Document Retention Schedule.

Who we share this information with

We routinely share this information with:

- our local authority (East Sussex County Council)
- the Department for Education (DfE)
- third party service providers from whom we purchase a service from (payroll (ESCC), personnel (ESCC) and finance (ESCC) support service provider to ensure that pay, contracts, HR issues and finance monitoring can take place).

Why we share school workforce information

We do not share information about workforce members 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 (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.

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 the School Business Manager: Kate Jenner
School Business Manager
Chantry Community Primary School
01424 211696
kjenner@chantry.e-sussex.sch.uk

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
- 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/>

The School's Data Protection Officer is Peter Questier (East Sussex County Council, Information Governance Team. Children's Services)

If you would like to know more about how East Sussex County Council use your information please visit <https://www.eastsussex.gov.uk/yourcouncil/about/keydocuments/foi/dataprotection/>

Data Protection Officer

Peter Questier (East Sussex County Council, Information Governance Team. Children's Services)

However, please contact the school in the first instance if you have a query regarding this privacy notice or how your information is used.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) 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 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.

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>