



# Privacy Notice for Staff

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| Date of Approval:             |             |
| Date of Next Review:          |             |
|                               |             |
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| Signed: Chair of Governors    | Myra Hall   |

Document History

| Date | Change Reference | Summary of Change |
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Under Data Protection Law, individuals have a right to be informed about how Greenleys Junior 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 at our school.

We, Greenleys Junior School, are the 'Data Controller' for the purposes of Data Protection Law.

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

Personal data that we may collect, use, store and share (when appropriate) about staff may include, but is not restricted to:

- Full name, marital status, date of birth and gender
- Address and contact details,
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Identification documents
- Photographs
- CCTV footage
- Data about your use of the school's information and communication system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records

### **Why we use this data:**

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management

- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of the workforce data across the sector
- Support the work of the School Teachers' Review Body.

### **Our legal basis for using this data:**

We only collect and use personal information about staff when the law allows us to. Most commonly, we process it where:

- Fulfil a contract we have entered into with you
- We need to comply with a legal obligation.
- We need it to perform an official task in the public interest.

Less commonly, we may also process parents' personal data in situations where:

- We have obtained consent to use it in a certain way.
- We need to protect a member of staff's vital interests (or someone else's interests).

Where we have obtained consent to use staff personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

### **Our basis for using Special Category data [Article 9 – UK GDPR | Fieldfisher](#):**

For 'Special Category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in Data Protection Law:

- We have obtained explicit consent to use the special category personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.
- We need to protect an individual's vital interests (i.e. protect a child's life or someone else's life), in situations where they are physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by the data subject.
- We need to process it for the establishment, exercise or defence of legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation.
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.

- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained consent to use it in a specific way.
- We need to protect an individual's vital interests (i.e. protect a child's life or someone else's life), in situations where they are physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by the data subject.
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights.
- We need to process it for reasons of substantial public interest as defined in legislation.

## **Collecting this information**

While the majority of information we collect from you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## **How we store this data**

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools.

## **Data sharing:**

We do not share information about staff with any third party without 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 about staff with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about headteacher performance and staff dismissals
- The Department for Education – to meet our legal obligations
- Your family or representatives – to fulfil our public task
- Educators and examining bodies – to fulfil our public task
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll

- Our auditors – to meet legal obligations
- Security organisations – to fulfil our contractual obligations and to ensure the security of the pupils in school
- Health and social welfare organisations – to meet our legal obligations through our recruitment process
- Professional advisers and consultants - to fulfil our public task in providing training opportunities to staff to improve work performance
- Police forces, courts, tribunals – to meet our legal obligations to share information with them.
- Employment and recruitment agencies – to fulfil our legal and contractual obligations.

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Your Rights**

#### **How to access personal information we hold about you**

Individuals have a right to make a 'Subject Access Request' to gain access to personal information that the school holds about them.

If a Subject Access Request is made, 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 got it from, if not from you or your child.
- Tell you who it has been, or will be, shared with.
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

#### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress.
- Prevent it being used to send direct marketing.
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact the school office.

## Complaints

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 other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the school office.

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 the school office.

*This notice is based on the [Department for Education's model privacy notice](#) for Pupils, amended for Parents and Carers to reflect the way we use data in this school.*