

Whatfield Primary School Employee Privacy Notice

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 at our school.

The school collects and processes personal data relating to its employees to manage the employment relationship. The school is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Who We Are

Under data protection legislation, the school is a data controller.

Whatfield Primary School, Rectory Road, Whatfield, Ipswich Suffolk, IP7 6QU

Our Data protection officer is:

_____ **Sian Durrant – Schools Choice** _____

Categories of Information

The school collects and processes a range of information about its employees. This includes:

- Your name, address and contact details, email address and telephone number, date of birth and gender;
- The terms and conditions of your employment;
- Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- Information about remuneration, entitlement to benefits such as pensions;
- Details of your bank account and national insurance number and tax status information;
- Information about your marital status, next of kin, dependents and emergency contacts;
- Information about nationality and entitlement to work in the UK;
- Information about your criminal record;
- Details of your schedule (days of work and working hours and attendance after work);
- Details of periods of leave taken by you, including holiday, sickness, absence and family leave, and the reasons for that leave;
- Details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- Assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence;
- Copy of driving license;
- Photographs;
- Data about use of the school's information and communications systems;

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

- medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments;
- Trade union membership;
- Health, including any medical conditions, and sickness records;
- Equal opportunities monitoring information including information about ethnic origin, sexual orientation and religion or belief.

The school may collect this information in a variety of ways. For example, data might be collected through application forms or CVs; obtained from your passport or other identity documents such as your driving license; from forms completed by you at the start of or during employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.

Data will be stored in a range of different places, including in your personnel file, in the school's HR management systems and in other IT systems (including the school's email system).

Why We Collect and Use This Information

The school needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer benefit and insurance entitlements.

In some cases, the school needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.

In other cases, the school has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the organisation to:

- Run recruitment and promotion processes; supporting effective performance management
- Maintain accurate and up-to-date records and contact details (including details of who in the event of an emergency), and records of employee contractual and statutory rights.
- Operate and keep record of disciplinary and related processes, to ensure acceptable conduct within the workplace;
- Operate and keep record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- Operate and keep a record of absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- Obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- Operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to benefits to which they are entitled;

- Ensure effective general HR and business administration; enable you to be paid
- Provide references on request for current or former employees; and
- Respond to and defend against legal claims.
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities)

Where the school processed other specific categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purpose of equal opportunities monitoring. Data that the school uses for these purposes is anonymized or is collected with the express consent of employees, which can be withdrawn at any time. Employees are entirely free to decide whether or not such data and there are no consequences of failing to do so.

Who has access to data?

Your information may be shared internally with members of the HR and recruitment team (including payroll), your line manager for performance of their roles.

The school shares your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from Disclosure and Baring Service. In those circumstances the data will be subject to confidentiality arrangements.

The school also shares your data with third parties that process data on its behalf, in connection with payroll, HR, the provision of benefits and the provision of occupational health services.

These are the third parties with which we share our data:

- Our local authority-we are required to share information about our employees with our local authority (LA) under section 5 of the Education (supply of information about the school workforce) (England) Regulations 2007 and amendments.
- The 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, and links to school funding/expenditure and the assessment educational attainment.

The school will not transfer your data to countries outside the European Economic (EEA)

How does the School Protect Data?

The school takes the security of your data seriously. The school has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

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

Where the school engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organizational measures to ensure the security of data.

How Long Does the School Keep Data?

The school will hold your personal data for the duration of your employment.

The period for which your data is held after the end of employment are set retention policy.

Data Collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Agency Trusts) and local authorities that work in state funded schools (including 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 of Education including the data that we share with them, go [to https://www.gov.uk/education/data-collection-and-censuses-for-schools](https://www.gov.uk/education/data-collection-and-censuses-for-schools).

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The department has robust processes in place to ensure that 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:

- Whom 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 data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of 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

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the school to change incorrect or incomplete data;
- Require the school to delete or stop processing your data, for example where the data is no longer necessary for the purpose of processing; and
- Object to the processing of your data where the school is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, Ms L Golding, Headteacher

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/>

What If You Do Not Provide Personal Data?

You have some obligations under your employment contract to provide the school with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of statutory rights, such as in relation to statutory leave entitlements. Failing to provide data may mean that you are unable to exercise your statutory rights.

Certain information, such as contract details, your right to work in the UK and payment details, have to be provided to enable the school to enter a contract of employment with you. If you do not provide other information, this will hinder the school's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

Automated decision-making

Employment decisions are not based on automated decision-making.

Further Information

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer:
