

STAFF PRIVACY NOTICE



PRIVACY NOTICE FOR THE SCHOOL WORKFORCE

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' (sometimes called 'fair processing 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, Mossford Green Primary School are the 'data controller' for the purposes of data protection law.

Our designated data protection officer is Ms Lazic

admin@mossfordgreen.redbridge.sch.uk

The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- 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 (Blue Sky)
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence and/or forms of identification
- Photographs
- Data about your use of the school's information and communications system

We 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 equalities monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

Our lawful basis for using this data

The majority of the data we process is in accordance with the rules as laid down in statute, including the General Data Protection Regulations, the Education Act 1996, the Education and Skills Act 2008 and the Apprenticeship, Skills, Children and Learning Act 2009 and Children Act 2014.

We use personal data about staff to ensure that we fulfil our legal obligation and are able to look after the needs and requirements of everyone in our learning community. We use personal data about our staff to ensure that we can support them in offering teaching and learning as part of their personal development. We also process personal data in relation to staff absence and offering support as required.

Where we rely on consent to process personal data about individuals in our school, we ensure that we obtain that consent freely and in a positive manner. Anyone whose personal data is processed on the basis of consent can withdraw that consent easily and quickly. See "Requesting access to personal data & individual rights" listed later in this notice".

Please note that the main reasons for our processing of personal information is due to

1. We need to, to comply with the law
2. We need to, to carry out a task in the public interest
3. We need to protect someone's interests
4. To communicate with you/parents/carers

A comprehensive list of data processing is kept in the school's Record of Processing Activities. Within this register we will record the lawful reason for each instance of personal data being processing, along with special categories for sensitive information.

If you would like to discuss this in greater detail please contact the school's Data Protection Administrator, details at the end of this form.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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.

How we store this data

Personal data is stored in line with our Data Protection Policy.

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.

Each staff member also has an electronic file on SIMs. The access to this is restricted to relevant members of staff.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Data Protection Policy. The retention strategy is on the school website.

Staff are able to request to see what is in their file by contacting admin@mossfordgreen.redbridge.sch.uk. An arrangement will then be made with the Headteacher for you to see your file.

Data sharing

We do not share information about you 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 about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and [maintained schools only] information about headteacher performance and staff dismissals
- The Department for Education
- Your family, recognised representatives or next of kin
- Our regulator [Ofsted]
- Suppliers and service providers – to enable them to provide the services we have contracted them for, such as payroll (e.g. HR provider Orbis, Fusion (occupational Health))
- Financial organisations (Redbridge Local Authority)
- Central and local government
- Our auditors (Redbridge)
- Trade unions and associations
- Health authorities (NHS, Fusion)
- Security organisation (Boundary Surveillance Ltd)
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies (e.g. Ofsted)
- Employment and recruitment agencies
- Schools UK (staff Insurance)

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 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 got it from, if not from you
- 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

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer at admin@mossfordgreen.redbridge.sch.uk

Your other rights regarding your data

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for 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 our data protection officer.

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

To make a complaint, please contact our data protection officer at admin@mossfordgreen.redbridge.sch.uk

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 designated data protection officer:

- Ms Lazic admin@mossfordgreen.redbridge.sch.uk

Approved by Governors June 2020