

Roding Primary School With Provision for Deaf Children

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Roding Primary School Privacy Notice for Staff

Privacy Notice (How we use workforce information)

This notice explains how we use information about you and what we do with it. We call this information about you 'personal data' or personal information'. For further information, please contact the School Information Risk Officer (SIRO), Caroline Durrance (SBM), for further help if needed.

The categories of school information that we process

These include:

- personal information (such as name, address, previous employment, employee or teacher number, national insurance number, criminal history, identification documents and photographs)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles, references and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- Medical Information, where relevant to school policies such as sickness absence, Health and Safety etc.

This list is not exhaustive; please speak to the SIRO for more information.

Why we collect and use workforce information

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development and implementation of recruitment and retention policies as well as other school workforce policies
- c) enable individuals to be paid
- d) Aid and assist the school in its main educational purpose for the benefit of pupils and parents alike

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- for the purposes of employment in accordance with the legal basis of Article 6 (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

In addition, concerning any special category data:



At Roding we are all 'Free to Achieve'

Aspirational, **C**onfident, **H**onest, **I**ndependent, **E**nthusiastic, **V**alued, **E**xcellent, **R**espectful and **S**uccessful!

- 9 (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

Collecting workforce information

We collect personal information via:

- a) Personnel forms filled in before and during a member of staff's employment at the school.
- b) Staff questionnaires
- c) Online forms e.g. DBS and Health questionnaires
- d) Application Forms
- e) Photography sessions

Workforce data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the school's Data Protection policy on DB Primary.

Who we share workforce information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- other schools (where relevant in response to requests for references)
- other third parties where requested to do so by staff (e.g. letting agents)
- the school's contracted agents or consultants e.g. School Improvement or Finance consultants.
- School Governors

Why we share school workforce information

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so. We do this via secure means e.g. Egress or registered post.

We share this information in order to:

- a) Further the needs and compliance obligations of the school e.g. in completing termly census, quarterly and annual finance returns
- b) To enable the school to monitor and plan its overall performance
- c) To satisfy the school's governance and statutory obligations.

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

The Department for Education (DfE) collects personal data from educational settings and local

authorities via various statutory data collections. We are required to share information about our children and young people with the Department for Education (DfE) for the purpose of statutory data collection under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We are required to share information about our school employees with the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#). For more information, please see 'How Government uses your data' section.

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 Caroline Durrance, School Business Manager.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Caroline Durrance, School Business Manager

International transfers and processing

We do not process any personal information outside of the European Economic Area.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on September 2023.

Contact

If you would like to discuss anything in this privacy notice, please contact Caroline Durrance, School Business Manager/School Information Risk Officer