

All Saints CE Junior School

Privacy Notice - Workforce (GDPR)

March 2021



John 13:34

*“A new command I give you: Love one another.
As I have loved you, so you must love one another.”*

Approved by:

FGB

Date: March 2021

Last reviewed on:

May 2020

Next review due by:

March 2021

PRIVACY NOTICE - SCHOOL WORKFORCE

****This privacy notice should be read in conjunction with RBWM HR 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' (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, All Saints CE Junior School, are the 'data controller' for the purposes of data protection law. Our data protection officer is Royal Borough of Windsor and Maidenhead (see 'Contact us' below).

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
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of photo ID
- DBS certificate details and any criminal convictions
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

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

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

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

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

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data - for example, where:
 - As a Church of England school, we monitor the ethnic and religious composition of the school workforce to ensure our recruitment is fair and balanced

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

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 and records management policies. 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 our record retention schedule.

A copy of your record retention schedule and records management policy can be obtained from the School Business Manager via the School Office.

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 information about headteacher performance and staff dismissals
- The Department for Education - to meet our legal obligations to share certain information with it, including teacher assessment data
- Your family or representatives - to meet our obligations to you and your estate, particularly in the event of you being unable to represent yourself for whatever reason.
- Educators and examining bodies - to assist in formal and informal moderation exercises, to ensure compliance with statutory testing and that our data is validated against both compulsory (KS tests) and voluntary (Testbase tests) external testing
- Our regulator: Ofsted/HMI - to assist inspectors in the execution of their duties and to facilitate smoothly operating inspections
- Suppliers and service providers - to enable them to provide the service we have contracted them for, such as payroll
- Financial organisations - to ensure proper fiscal controls
- Central and local government - to facilitate regulatory compliance while ensuring that opportunities are taken to ensure ongoing operations take into account the latest changes with staff briefed accordingly
- Our auditors - to ensure financial compliance and appropriate risk controls
- Survey and research organisations - to contribute to and benefit from the collection and distribution of research data
- Trade unions and associations - to ensure the full and proper representation of colleagues
- Health authorities - to maintain well-being and welfare standards across the school community
- Security organisations - to ensure the safety of all personnel, the school site and its resources
- Health and social welfare organisations - to undertake our duty of care towards the workforce and the wider school community
- Professional advisers and consultants - to ensure we remain compliant regarding expected standards while keeping abreast of ongoing developments
- Charities and voluntary organisations - to facilitate the best support for everyone across the school community while providing reciprocal support for the charities/voluntary organisations themselves
- Police forces, courts, tribunals - to comply with our legal obligations in the event of legal action being taken against the school or if the school is party to an action against an individual/individuals

- Professional bodies - to assist them in supporting colleagues or notifying them of the conduct of a person/persons which may be contrary to their terms of reference
- Employment and recruitment agencies - to ensure the school is appropriately staffed at all times and to provide feedback on those who have been placed with us.

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.

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 concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our data protection officer. 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 data protection officer, via a member of the Senior Leadership Team.