

# Privacy Notice - Staff

## **Privacy Notice (How we use school workforce information)**

Under data protection law, individuals have a right to be informed about how our 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, Frank Wise School, Hornbeam Close, Banbury, are the 'data controller' for the purposes of data protection law.

Our data protection lead is Matt McArthur and our data protection officer is TurnitOn (see 'Contact us' below).

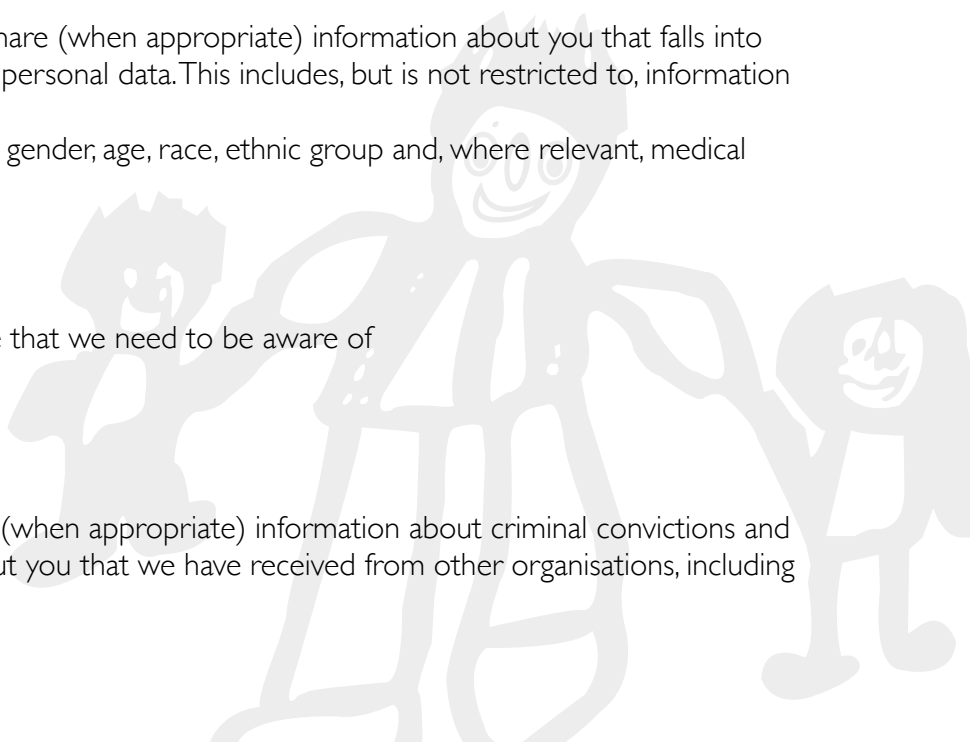
## **The categories of staff information that we collect, hold and share include:**

- Personal information (such as name, employee or teacher number, national insurance number, address, phone number; next of kin and emergency contact numbers)
- Contract information (such as start dates, hours worked, post, roles, salary, pension)
- Financial information (such as bank account details, tax status information)
- Recruitment information (such as proof of right to work in the UK, references, application form)
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)
- Performance information (such as appraisals, lesson observations, marking reviews, CPD records)
- Outcomes of formal procedures (such as disciplinary, grievance)
- Copy of a driving licence
- Data about your use of the school's IT systems.

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Personal characteristics such as gender, age, race, ethnic group and, where relevant, medical information
- Photographs
- CCTV footage
- Any health conditions you have that we need to be aware of
- Sickness records
- Trade union membership.

We may collect, use, store and share (when appropriate) information about criminal convictions and offences. We may also hold data about you that we have received from other organisations, including



other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

### **Why we collect and use this information**

We use this information to:

- Enable individuals to be paid
- Facilitate safe recruitment
- Support effective performance management
- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body.

### **The lawful basis on which we process this information**

We only collect and use personal information about you when the law allows us. 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).

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

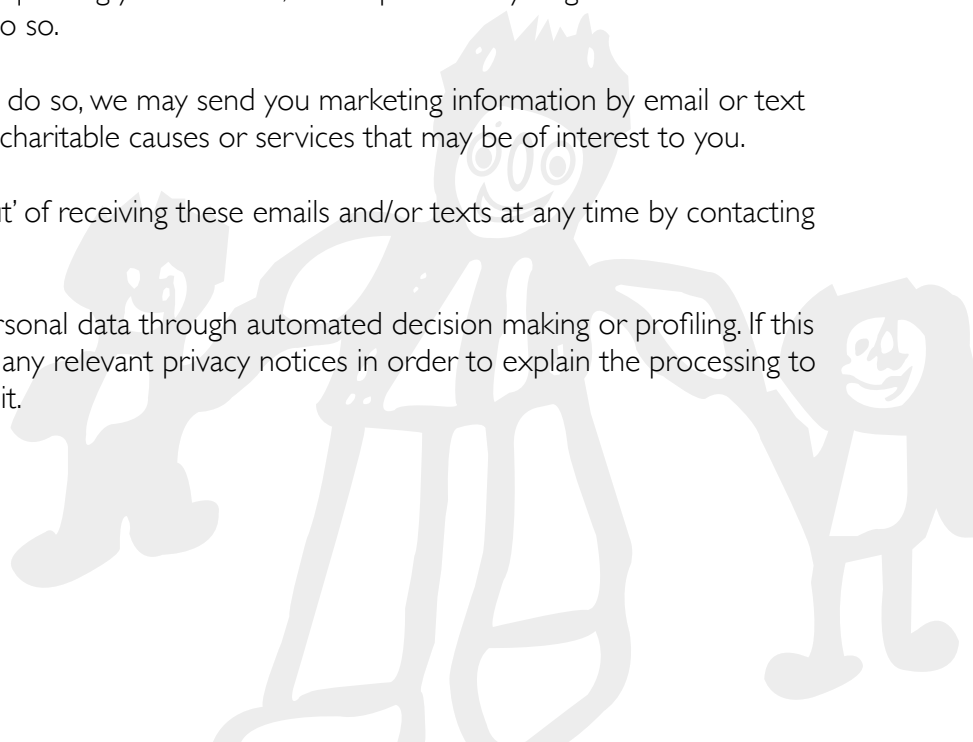
Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by contacting us (see 'Contact us' below).

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

### **Collecting this information**



Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

### **Storing this information**

We create and maintain an employment file for each staff member. The information contained in the 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 after the appropriate time period has ended. Our Data Retention Schedule sets out how long we keep information about parents and carers.

Please contact our data protection lead, Matt McArthur, if you have any questions about how long we keep information.

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

### **Data sharing**

We do not share information about you 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 you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as sharing professional qualifications
- Government departments or agencies - to meet our legal obligations to share certain information with it, for example workforce census data
- Our regulator, e.g. Ofsted - to meet our legal obligations to share certain information with them, for example, during school inspections
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as facilitating communication with staff
- Awarding bodies - to meet legal obligations or where there is legitimate interest, such as NQT providers
- Our auditors - to enable them to provide the service we have contracted them for, to carry out financial audits
- Health authorities - where there is legitimate interest to do so, to provide a service that materially benefits the health and wellbeing of staff
- Security organisations - to meet our legal obligations to share certain information with them
- Health and social welfare organisations - to meet our legal obligations to share certain information or where there is legitimate interest to do so, to provide a service that materially benefits the health and wellbeing of staff
- Charities and voluntary organisations - where there is legitimate interest to do so, to provide a service that materially benefits staff, for example Friends of Frank Wise
- Police forces, courts, tribunals - to meet our legal obligations to share certain information with them

We also provide personal data to third party organisations which supply services to us for which the provision of the data is essential for the service to be provided. Decisions on whether to release this data are subject to a robust approval process, including the arrangements in place to store and handle the data. We currently provide school workforce data for the following purposes:

- Systems integral to the delivery of core business services:
- Integris (Management Information System)
- Parent Mail (communications)
- Hampshire (HR and Payroll)

A full current list is available on request.

### **Why we share school workforce information**

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

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.

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

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

### **Data collection requirements**

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all 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.

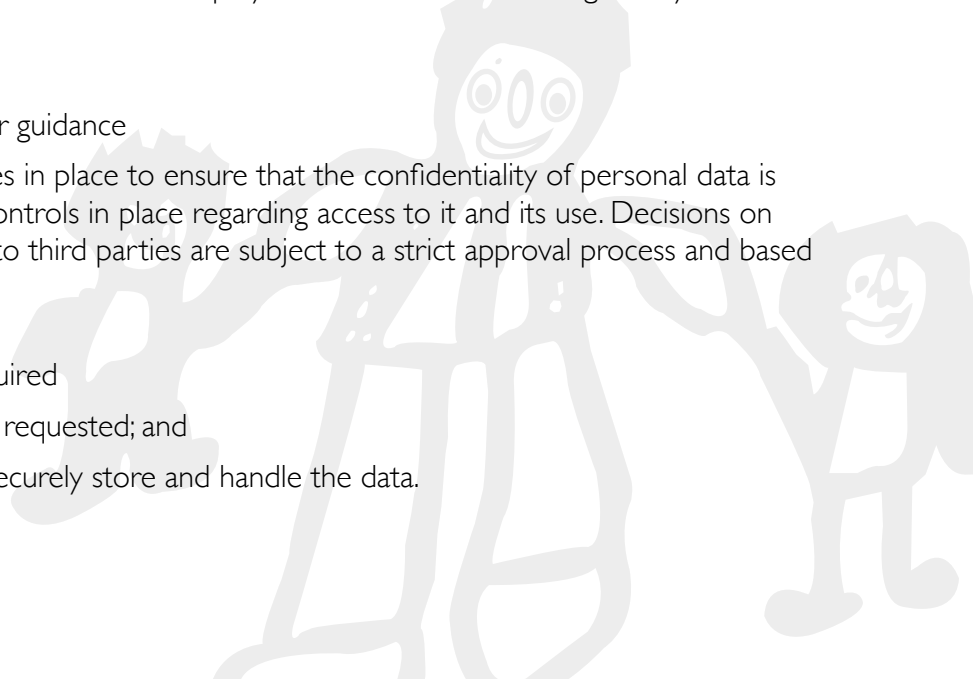
To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the 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:

- who 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 the data.



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

### **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 that 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**

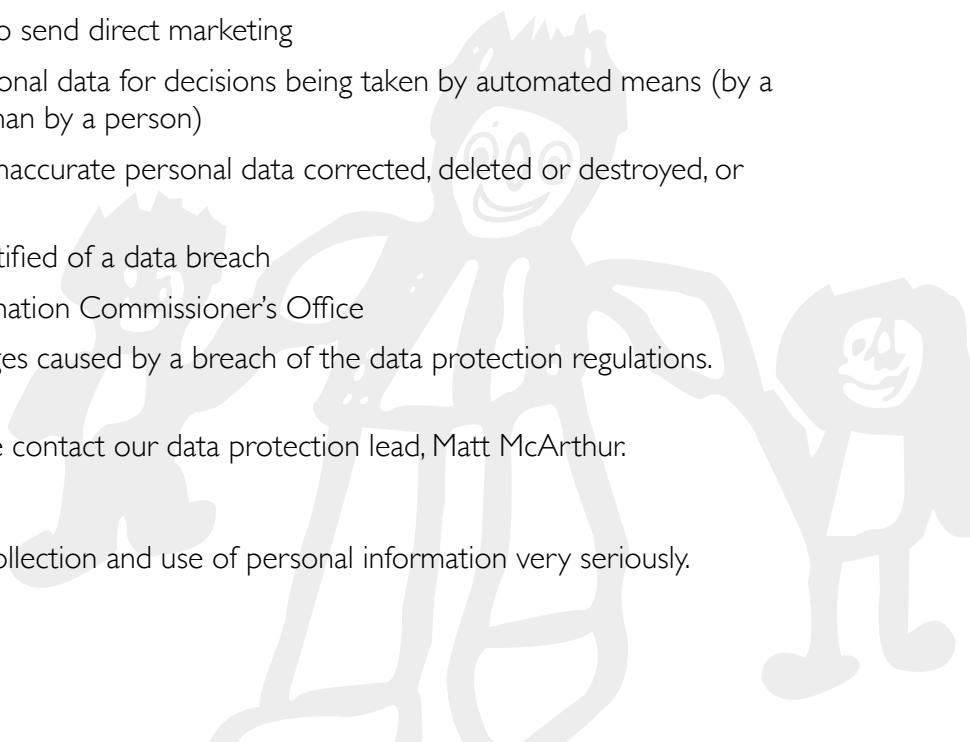
Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- 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
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our data protection lead, Matt McArthur.

### **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 lead Matt McArthur, Assistant Headteacher  
Tel: 01295 263520, or our data protection officer at [gdpr@turniton.co.uk](mailto:gdpr@turniton.co.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 data protection lead:

- Matt McArthur - Assistant Headteacher - Tel: 01295 263520
- Alternatively contact our data protection officer - TurnitON - [gdpr@turniton.co.uk](mailto:gdpr@turniton.co.uk)

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and carers and to reflect the way we use data in this school.

**Reviewed by:** Simon Knight

**Date:** February 2023

**Approved by Governors:**

**Date:** February 2023

