

# Privacy Notice for:

## School Workforce

### (Declaration)

<b>Workforce Privacy Notice</b>	<b>Date:</b>	<b>Workforce Privacy Notice</b>	<b>Date:</b>
<b>(Declaration) completed by:</b>		<b>(Declaration) reviewed by DPO:</b>	
<b>Mark Adamson (CEO Designate)</b>		<b>David Rich</b>	

Schools are required to detail to staff how their personal data may be collected and used.

This requirement will remain once the General Data Protection Regulation (GDPR) comes into effect on 25 May 2018; however, we are required to revise Privacy Notices to include further information on processing individuals' personal data.

We are using this Privacy Notice to ensure we are communicating how we process personal data relating to the school workforce.

## **The School Workforce**

### **Who processes your information?**

The school is the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed. A representative of the school, **Mr P Hubery**, can be contacted on **01603 620877** or [office@wensum.norfolk.sch.uk](mailto:office@wensum.norfolk.sch.uk)

**Mr David Rich** is the Data Protection Officer (DPO). Their role is to oversee and monitor the school's data processing practices. This individual can be contacted on **DPO@evolutionacademytrust.co.uk**.

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

### **Why do we need your information?**

**Wensum Junior School** has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- Academy Funding Agreement
- Academy's legal framework
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

### **For which purposes are your personal data processed?**

In accordance with the above, staff members' personal data is used for the following reasons:

- Enabling you to be paid
- Facilitate safe recruitment

- Support effective performance management
- Improving the management of workforce data across the sector.
- Enabling the development of a comprehensive picture of the workforce and how it is deployed.
- Informing the development of recruitment and retention policies.
- Allowing better financial modelling and planning.
- Enabling ethnicity and disability monitoring.
- Supporting the work of the School Teachers' Review Body.

### **Which data is collected?**

The personal data the school will collect from the school workforce includes the following:

- Names
- Date of birth
- Contact details
- Next of kin and emergency contact details
- National insurance numbers
- Bank account details, payroll record
- Characteristics such as ethnic group
- Employment contracts
- Remuneration details
- Recruitment information, including copies of Right to Work documentation, references and other information including an application form as part of the application process
- Disclosure and Barring Information
- Qualifications
- Photographic records
- Absence information

### **Our lawful basis for using this data**

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

We process the information under:

- **Article 6 (1)(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
- **Article 9 (2)(b)** processing is necessary for the purpose 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 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 is your information shared?

**Wensum Junior School** will not share your personal information with any third parties without your consent, unless the law allows us to do so.

### 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 (DfE)

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

## How we store this data

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 the purposes directly relevant to your employment.

The staff files are kept within a **locked cupboard in the school office**.

You are able to have access to your file at any time too ensure that all information about you is accurate, complete and up to date.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Records Management Policy. This currently states that we will keep it for two years for reasons such as: fulfilling a reference request.

## How long is your data retained for?

Staff members' personal data is retained in line **Wensum Junior School 's Records Management Policy**.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please download our **Records Management Policy**.

## What are your rights?

As the data subject, you have specific rights to the processing of your data.

Under data protection legislation, you have the right to request access to information about you tht we hold.

#to make a request for you personal information, please contact the headteacher or the Trust DPO, Mr David Rich.

You have a legal right to:

- Request access to the personal data that **Wensum Junior School** holds.
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means,
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed,
- Claim compensation for damages caused by a breach of the Data Protection regulations.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Staff members also have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how **Wensum Junior School** processes their personal data.

## How can you find out more information?

If you require further information about how we and/or the DfE store and use your personal data, please visit:

- our website, [www.wensum.norfolk.sch.uk](http://www.wensum.norfolk.sch.uk)
- [www.evolutionacademytrust.co.uk](http://www.evolutionacademytrust.co.uk),
- the Gov.UK [website](#),
- or download our **GDPR Data Protection Policy** and **Records Management Policy**.

