



## Privacy Notice

Dear Colleagues,

With the new GDPR taking effect from the 25<sup>th</sup> of May 2018, we are required to inform you about the personal data we collect, process and retain. Some of these data are mandatory for us to collect, i.e it is required for us to get these so that we can perform our duties as employers and as a School. Some of such personal data include the following:

- Your personal information - e.g. name, NI number, date of birth, Teacher No., gender, ethnic origin, age, address, telephone No., email addresses
- Bank information
- Contract information –e.g. start dates, number of Hours/weeks, job roles, and salary information.
- Absence from work information and reasons
- Qualifications (where applicable)
- Next of kin details.
- Any Medical information

We collect and use this data to develop a complete picture of the school work force census. Some of these data are used in case of any staff medical emergencies, where next of kin needs to be contacted, and where we need to share basic health information to ambulance staff in an emergency situation. Also, we collect these data to enable staff to be paid salaries as at when due.

It is necessary for us to process this information due to your contract with the school, and for us to be able to perform our duties as a school and for the public interest. **(See Article 6 of GDPR)**. We also collect and process your data in emergency situations where you are unable to give consent. **(See Article 9 of GDPR)**.

Whilst most of the information you provide is mandatory, some are given to us voluntarily. For us to comply with the data protection law, we will let you know whether you are mandated to give certain workforce information to us or if you have a choice.

We hold your data for the duration of your employment with us and for 6 years after you cease to be an employee of the school.

We are required by law to share your information with the following:

- The Local Authority

- The Department for Education (DfE)
- Emergency Medical provider (Ambulance Staff)

The Department for Education collects and processes data relating to those employed by Schools, this is for workforce policy monitoring, evaluation and is linked to school funding/expenditure. It is also used to assess educational attainment. 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.

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

The department for Education has put in place stringent control to secure the confidentiality of your personal data, its access, and its use. Decision to release such data to a third party are subject to a strict approval process based on the following:

- Who is requesting it?
- Why is it required?
- Level and sensitivity of data requested.
- Arrangements to securely store and handle data.

You have a right to request access to your personal data that we hold, under the data protection legislation. To make a request please contact our Data Protection Officer, Louise Maddison (email: mail-dataprotectionofficer). There is also a template on the school website to assist you with this.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress.
- 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; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have any concern about the way we are collecting or using your personal data, kindly raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concern/>.