



Pirton Hill Primary School

Privacy Notice (Staff)

This Privacy Notice explains how Pirton Hill Primary School collects, processes, holds and shares personal data about individuals we employ or otherwise engage to work in our school/organisation, in-line with our statutory responsibilities.

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by our employees and service providers in the performance of their duties.

1. Information that we collect, process and use

- Personal information (such as name, employee or teacher number, national insurance number, bank account, address, contact details, date of birth, next of kin and emergency contacts, nationality and entitlement to work in the UK, criminal record check);
- Special categories of data for equal opportunities monitoring including information about characteristics such as gender, age, ethnic group and disability;
- Contract information (such as the terms and conditions of employment; start dates, hours and days worked, post, tax, roles and salary / remuneration, including entitlement to benefits such as pensions);
- Work absence information and annual leave (such as number of absences, including sickness absence, special leave and sabbaticals and the reasons for the leave);
- Leave records (including maternity, paternity, adoption parental and shared parental leave);
- Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers;
- Details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- Assessments of your performance, including performance improvement plans and related correspondence;
- Information about medical or health conditions, including disability for which the organisation needs to make reasonable adjustments;
- Details of trade union membership;
- Copy of driving licence and passport;
- Photographs (for example, ID cards, staff photo for the website and school notice board, recruitment packs etc);
- Data about your use of the schools' information and communication systems.



We collect this information in a variety of ways. For example, data is collected through application forms; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessments (for example, team development/appraisals).

In some cases, we collect personal data about you from third parties. For example, references supplied by former employers and information from criminal records checks.

2. Why we collect and use this information

We use school workforce data to:

- Maintain accurate and up-to-date employment records, enabling the development of a comprehensive picture of the workforce and how it is deployed;
- Inform the development of recruitment and retention policies;
- Inform school self-evaluation and improvement planning, professional development requirements and staff performance procedures (e.g. appraisal);
- Enable us to meet our contractual and legal obligations regarding pay and pensions.

3. The lawful basis on which we process this information

Personal information is collected from you in order to meet and discharge our contractual obligations and statutory duties as your employer.

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

- Satisfy our legal obligations and statutory duties as your employer.
- Carry out a task in the public interest or in the exercise of official authority in our capacity as a school.
- Meet our contractual obligations in relation to your contract of employment with us.

If you fail to provide the personal information requested, amongst other things we may not be able to provide you with employment or a service for which you may be entitled/requested.

4. Collecting this information

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 and we will tell you what you need to do if you do not want to share this information with us.



5. Storing this information

Data is stored in a range of different places, included in your school personnel file, on the single central record, SIMS, the IT system of the schools HR and Payroll provider (Luton Borough Council), and in other IT systems (including the schools Google Suite domain). The information 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 information in it in accordance with the school's retention policy.

6. Who we share your information with

We do not share information about you without your consent unless the law and our policies allow us to do so. We may share your personal information with the following organisations who are also Data Controllers:

Luton Borough Council	<p>We are required to share information about our workforce members 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.</p> <p>We are also required to share information with LBC HR and Payroll in order to fulfil our contractual responsibilities to staff.</p> <p>We may share information with LBC Occupational Health where required to support the health and social welfare of a member of staff.</p>
The Department for Education (DfE)	<p>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.</p> <p>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).</p> <p>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 For more information about the DfE's data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data</p>
Disclosure and Barring Service (DBS checks)	To fulfil our statutory duties relating to Safeguarding
Access Budgets	For the purposes of budget planning, payroll information is shared with Access Education who provide our budgeting software



We may also share your information, with the following:

- Your family or representatives
- Police forces, courts, tribunals
- Financial Organisations – for example, completing mortgage reference forms

7. Requesting access to your personal data

You can ask for a copy of the data we hold about you by making a 'subject access request'.

Depending on the lawful basis above, you may 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
- Seek redress, either through the ICO, or through the courts.

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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

8. Further information

If you would like further information about how we process your personal data and your rights please contact our Data Protection Officer:

Paula Creighton
SPT Compliance Limited
admin@pirtonhill.co.uk



APPENDIX: How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

Data collection requirements

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>.

Sharing by the Department

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.



How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the department: <https://www.gov.uk/contact-dfe>