



## ***Theale C of E Primary School***

### **Privacy Notice for All Staff (updated for UK GDPR)**

At Theale CE Primary School the children come first. They are central to every decision made in school. We will ensure that our children are happy and successful. They will grow to be ambitious and resilient and their talents will be nurtured so they become highly skilled. Our children will be courageous and always behave with integrity.

"And you shall love the LORD your God with all your heart, with all your soul, with all your mind, and with all your strength.' This *is* the first commandment. And the second, like *it*, *is* this: 'You shall love your neighbour as yourself.' There is no other commandment greater than these." *Mark 12: v 30-31*

"I have come that they may have life and that they may have it more abundantly."  
*John 10:10*

<b>Published on public website</b>	Yes
<b>Links to related policies and procedures</b>	Freedom of Information Policy, Equality Policy, Data Protection Policy, Child Protection & Safeguarding Policy, and Information Technology Policy
<b>Author</b>	LA model policy checked by LA adviser for updates., Reviewed by Julie Mures, Jon Houghton and Peter Cooper
<b>Approved by</b>	Governing Body
<b>Date approved</b>	Spring 2023
<b>Date of next review</b>	Spring 2025
<b>Responsibility for next review</b>	GDPR Governor

## **Privacy notice for staff**

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, the school, are the 'Data Controller' for the purposes of data protection law.

Our Data Protection Officer is listed below (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 driving licence,
- photographs,
- data about your use of the school's information and communications system,
- unstructured data in which you are uniquely identifiable.

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

- race, ethnicity, religious beliefs, sexual orientation and political opinions,
- trade union membership,
- health, including any medical conditions, and sickness records.

### **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 ethnicity and disability 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.

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**

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 the *Information and Records Management Society's toolkit for schools*.

Day-to-day operational e-mail communication in your mail account will be deleted 30 days after the end of your employment unless separately arranged otherwise.

## **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,

- your family or representatives,
- educators and examining bodies,
- Ofsted,
- suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll,
- financial organisations,
- central and local government,
- our auditors,
- survey and research organisations,
- trade unions and associations,
- health authorities,
- security organisations,
- health and social welfare organisations,
- professional advisers and consultants,
- charities and voluntary organisations,
- police forces, courts, tribunals,
- professional bodies,
- employment and recruitment agencies.

## **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**

### **a. 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.

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.

### **b. 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:

Thomas Ng

Data Protection Officer (Theale C of E Primary School)

School Improvement Adviser

West Berkshire Council Education Services

Council Offices

Market Street

Newbury

RG14 5LD

Tel: 01635 503430

Email: [DPO@lea.w-berks.sch.uk](mailto:DPO@lea.w-berks.sch.uk)

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