

West Lodge Primary School

Privacy Notice 2018 (Staff)

On 25 May 2018 the **European General Data Protection Regulation (GDPR)** will replace the Data Protection Act 1998.

How we use staff information

Under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold on you, what we use it for, who we share it with, and for how long we keep it. This privacy notice (also known as a fair processing notice) aims to provide you with this information. If it, or any information linked to it is unclear, please contact the school office, or the school's Data Controller. Contact details are available at the end of this privacy notice.

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, **West Lodge Primary School**, at West End Lane, Pinner, HA5 1AF are the Data Controller for the purposes of data protection law.

The categories of school information that we process

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
- Other personal information (such as name, employee or teacher number)
- Other characteristics information (such as age, ethnic group)
- 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
- Contract information (such as start date, hours worked, post, roles and salary information)
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships (and, where relevant, subjects taught)
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Work absence information (such as number of absences and reasons)
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the school's information and communication system

We may also collect, store and use information about you that falls into the '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

The processing of this information is prohibited (GDPR – Article 9) unless certain conditions are met. See – Our lawful basis for holding this data.

Why we collect and use workforce information

We use workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- enable individuals to be paid
- inform the development of recruitment and retention policies
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- support effective performance management
- 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. Our lawful basis for collecting and processing staff information is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

- to fulfil a contract we have entered into with you
- to comply with a legal obligation
- to carry out a task in the public interest
- in order to protect your vital interests (or someone else's interests)

Less commonly, we may also use personal information, linked to special categories. Our lawful basis for collecting and processing this information is further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special information and the following sub-paragraphs in the GDPR apply:

- you have given us explicit 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 – for example, where you have provided us with the 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 workforce information

We collect personal information via staff application and contract forms.

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.

Storing workforce information

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

We hold data securely for the set amount of time shown in our data retention schedule. Once your

employment with us has ended, we will retain this file and delete the information in it in accordance with our retention schedule which currently states we will keep the information for six years for reasons such as: fulfilling a reference request.

What we store	How/Where it is Stored
Personnel files	Hard copies are kept securely in a locked cupboard in the school office. You can request to see your personnel files at any time through the headteacher.
Appraisal documentation	Electronically on the Leadership drive. Hard copies are kept in the headteacher's office. You can request to see your personnel files at any time through the headteacher.
Attendance information	Electronically on the admin drive and in the School Information Management System (SIMS). Hard copies are kept securely in a locked cupboard in the school office. You can request to see your personnel files at any time through the headteacher.

Who we share workforce information with

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- to meet our legal obligations to share information linked to performance data.
- Your family or representatives- to carry out our public task in the event of an emergency
- Other staff members- to carry out our public tasks, for example having access to your school email address so that information can be shared effectively
- Our regulator Ofsted, in order to comply with our public task
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Central and local government to complete the legal obligation for things such as the workforce census
- Auditors- coming under a legal obligation, Harrow may be asked from auditors about financial information related to schools.
- Survey and research organisations- to meet our legal obligation in relation to 'freedom of information' requests
- Trade unions and associations- to carry out our public task in light of any key discussions within school linked to disciplinary/capability procedures or for events such as redundancy
- Security organisations- in order to keep our school secure and under the lawful basis of public task, we pass on certain staff member information so that they can be contacted if necessary (such as the caretaker)
- Health and social welfare organisations to carry out our public task in line with our attendance management policy with organisations such as occupational health
- Police forces, courts, tribunals- to meet our legal obligations to share certain information with it, such as safeguarding concerns or to carry out our public task in relation to a tribunal
- Employment and recruitment agencies- to meet the public task of supplying requested references.
- The governors- to carry out our public task within the school and remain accountable to them for finance and personnel issues
- Professional advisers and consultants – to enable them to carry out the service they have been contracted for
- Professional bodies

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.

Why we share school workforce information

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so. The Local Authority will use information about its school workforce for research and statistical purposes, and to evaluate and develop education policy and strategies. The statistics are used in such a way that individual staff cannot be identified from them. The LA may also use information to support and monitor schools regarding sickness and recruitment of staff.

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

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the Department for Education (DfE) for the purpose of those data collections, under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Neha Lakhani our School Business Manager or Robert Masson our Data Protection Officer.

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.

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 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. 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

If you would like to discuss anything in this privacy notice, please contact our headteacher - Jim Dees.

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.