



## **PRIVACY NOTICE RELATING TO WORKFORCE INFORMATION**

### **What is the purpose of this Notice?**

This is the Privacy Notice of Reedley Primary School ("the School") which is intended to provide you with information about how and why we process your personal information. It is also intended to provide you with other information which is required under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). The GDPR and DPA contain the key laws relating to data protection.

It is important to the School, and a legal requirement, that we are transparent about how we process your personal information. As a school that processes personal information, we are known as a "data controller". This means that we collect and use personal information for specified purposes which this Privacy Notice has been designed to tell you about.

### **The Data Protection Officer**

The School has an appointed Data Protection Officer (DPO), HY Professional Services, who can be contacted by telephone on 0161 804 1144. The DPO is responsible for supporting and advising the School in relation to data protection issues and you can contact the DPO should you wish to discuss any issues or concerns that you have about data protection.

### **What personal information do we collect?**

The types of personal information that we collect will include: -

- personal information (such as name, employee or teacher number, national insurance number, next of kin and contact details)
- special categories of data including characteristics information (such as gender, age, ethnic group, race, and religion)
- Recruitment information
- contract information (such as start dates, hours worked, post, roles, subjects taught and salary information)
- work absence information (such as number of absences and reasons, annual leave and maternity leave)
- qualifications, subjects taught and training records
- performance information
- grievance and disciplinary information
- health and safety information (such as accidents at work)
- relevant medical information
- safeguarding information
- DBS information

## **What is the purpose of us collecting your personal information?**

We process personal information relating to those we employ to work at, or otherwise engage to work at, the School. This is for employment purposes to assist in the running of the School and to enable individuals to be paid. The purposes for which we process workforce personal information include: -

- enabling the development of a comprehensive picture of the workforce and how it is deployed
- managing the recruitment process
- carrying out pre-employment checks and equal opportunities monitoring
- complying with the terms of the contract of employment
- making reasonable adjustments
- enabling individuals to be paid
- managing absence
- managing performance, grievance and disciplinary matters
- safeguarding purposes
- managing workplace accidents

## **Why is it lawful to collect this information?**

Generally, we process your personal information, but no more so than is necessary, to comply with legal obligations which the School is subject to or because processing is necessary to comply with the terms and conditions of your contract of employment.

In limited we circumstances, may require your consent. If this is the case, we will inform you of the reasons that we need to process your personal information in accordance with the GDPR. You will be able to withdraw your consent at any time should you wish to do so.

Where we process sensitive personal information (special category data) we will usually do this, as far as necessary, to comply with employment law obligations which we are subject to or because it is in the public interest to do so.

## **Who will we share this information with?**

We are required, by law, to pass on some of this personal information to:

- our local authority
- the Department for Education (DfE)

Those whom we may also share personal information with include:

- Health and Safety Executive
- HMRC
- DBS
- insurance providers
- training providers
- HR Providers
- Legal Advisors

## **How long will we hold your information for?**

We will hold personal information for a period of time specified within our retention policy. We generally hold school workforce personal information for the period of your employment until termination and a period of 6 years thereafter. For more information, please ask the School Business Manager for a copy of our retention schedule.

## Data collection requirements

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). 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.

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>.

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.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to personal information that we hold about you. To make a request for your personal information please contact the School Business Manager by email at [bursar@reedley.lancs.sch.uk](mailto:bursar@reedley.lancs.sch.uk) or in writing at Reedley Primary School, Reedley Road, Reedley, Burnley BB10 2NE.

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.

### **Complaints and further information**

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 the School Business Manager or, alternatively, 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 whose details can be found above.