

# Shirley Manor Primary Academy

## Privacy Notice for the School Workforce



Under UK data protection requirements, individuals have a right to be informed about how the school uses any personal data. The school complies with this requirement by providing 'privacy notices' (sometimes called 'fair processing notices') to inform individuals about how their personal data will be processed.

This privacy notice explains how the school collects, stores and uses personal data about individuals employed, or otherwise engaged, at the school. This document is based on a variety of sources and has been tailored to the specific needs of the school.

### Who processes your information?

Shirley Manor Primary Academy is the data controller of the personal information provided to us. This means the school determines the purposes for which, and the manner in which, any personal data is to be processed.

In some cases, personal data processing will be outsourced to a third-party; however, this will only be done with your consent, unless the law or our policies allow the school to share the personal data. Where the school outsources data to a third-party processor, the same data protection standards that the school upholds are imposed on the processor.

Data Tools for Schools is the Data Protection Officer (DPO). While the school remains responsible for data protection, the role of the DPO is to oversee and monitor the school's data protection procedures, and to support the school in its compliance with the UK data protection requirements. The DPO can be contacted via the school office on 01274 679320 or [office@shirleymanor.co.uk](mailto:office@shirleymanor.co.uk).

### What personal data is collected?

The categories of staff information that the school collects, holds and shares include but are not restricted to:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications and employment records, including training records and professional memberships
- bank details
- photographs
- CCTV footage
- data about your use of the school's information and communications system

When collecting data, the school will inform you if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected, how the data will be used and how consent can be withdrawn

### Why does the school collect personal data?

The purpose of collecting and processing this data is to help in the running of the school, including to:

- enable staff to be paid
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- support effective performance management
- inform the 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

Whilst the provision of the majority of personal data is mandatory, some of it is provided to the school on a voluntary basis. In order to comply with the UK data protection requirements, the school will inform you whether you are required to provide certain information or if you have a choice.

### **The lawful basis on which the school will use personal data**

The school will use a lawful basis to collect and use personal data. Most commonly, the school will use it where it needs to:

- fulfil a contract entered into with you
- comply with a legal obligation
- carry out a task in the public interest

Less commonly, the school may also use personal data where:

- you have given us consent to use it in a certain way
- the school needs to protect your vital interests (or someone else's interests)

Where we process special categories of personal data, such as ethnicity, the processing is necessary for reasons of substantial public interest. Where this doesn't apply the school will seek consent for specific purposes.

Some of the reasons listed above for collecting and using personal information overlap, and there may be several grounds which justify the school's use of your data.

### **Storing personal data**

The school will 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 has ended, the school will retain this file and delete the information in accordance with our data retention policy.

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, the school will shred or incinerate paper-based records, and override electronic files. The school may also use an outside company to safely dispose of electronic records.

### **Why the school may share workforce information**

The school does not share personal data 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) the school may 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 and the assessment of educational attainment.
- the 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
- your family or representatives
- educators and examining bodies
- Ofsted
- suppliers and service providers, such as payroll
- our auditors
- survey and research organisations
- trade unions and associations
- health authorities and health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals
- professional bodies
- employment and recruitment agencies

The school also uses various systems, such as assessment and reporting software, communication systems and curriculum software that may process personal data. As the data controller the school will ensure that processors meet and uphold the required data protection standards.

### **Requesting access to personal data**

Individuals have a right to make a '**subject access request**' to gain access to personal information held.

If you make a subject access request, and if the school does hold information about you, the school will:

- give you a description of it
- tell you why the school is holding and processing it, and how long it will be kept for
- explain where the school 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 subject access request, please contact the DPO via the school office. You are entitled to submit subject access requests all year round, but please bear in mind that it may be necessary for us to extend the response period when requests are submitted over the summer holidays. This will be the case where the request is complex – for example, where we need multiple staff to collect the data.

### **Other rights regarding personal 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
- 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 the DPO via the school office.

### **Complaints**

We take any complaints about the collection and use of personal information very seriously. If you think that the collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about data processing, please raise this with the school in the first instance.

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
- Write: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Where can you find out more information?**

If you would like to find out more information about how we use and store your personal data, please visit our website <http://www.shirleymanor.co.uk/> to view our Data Protection Policy.

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>