CRABTREE FARM PRIMARY SCHOOL

PRIVACY NOTICE SCHOOL WORKFORCE

Privacy notice for the school workforce

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, Crabtree Farm Primary School, Steadfold Close, Bulwell, Nottingham, NG6 8AX, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) is Mel Smith (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 – full name, home postal address, email, telephone and/or mobile number
- Date of birth, marital status and gender
- Language of communication
- Next of kin and emergency contact numbers
- Details of spouse/partner and dependants/children (for beneficiary of pension)
- Bank details, 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
- Visa/right to work information
- Qualifications (professional and academic), training and employment history 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, including sick notes and appointment information

- Workplace health and safety records
- Copy of driving licence
- Photographs, employee ID
- CCTV footage
- Vehicle information
- Any requests made to the school by you
- Data about your use of the school's information and communications system

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, nationality, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records
- Disability status
- Information about your criminal convictions

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
- Assist with all matters regarding to personnel
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management and continued professional development
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- Contact next of kin in case of an emergency
- Keep our employees safe (e.g. in relation to medical/health needs)
- Compliance with legal, regulatory and other good governance obligations

Our lawful basis for using this data

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing workforce information are:

- For the purposes of carrying out our duties as a maintained school in accordance with the legal basis of:

- Article 6 1b) processing is necessary for the performance of a **contract** to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- Article 6 1c) processing is necessary for **compliance with a legal obligation** to which the controller is subject;
- Article 6 1d) processing is necessary in order to protect the **vital interests** of the data subject or of another natural person;
- Article 6 1f) processing is necessary for the purposes of the **legitimate interests** pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

In addition we will only process any special category data, under the following conditions:

- Article 9 2a) the data subject has given explicit consents to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 2 may not be lifted by the data subject;
- Article 9 2g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
- Article 9 2j) processing is necessary for statistical purposes in accordance with Article 89 (1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

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).

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

Personal data and sensitive data about you will be collected primarily from you. While the majority of information we collect from you is mandatory, in order for the school to comply with its legal obligation as your employer, 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.

Additionally, some information may be obtained, where lawful to do so, from public sources, or third parties including third party benefit or facility providers, other colleagues, family members, government, tax or law enforcement agencies and third parties you interact with, and reference and vetting service providers and other third parties.

How we store this data

Personal data is stored in line with our Data Protection Policy/Records Management Policy.

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. Electronic formats are protected by SchoolsIT Security Policy.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Record Retention Schedule/Records Management Policy.

To request a copy of such policies, please enquire with the school office.

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 [maintained schools only] information about headteacher performance and staff dismissals*
- The Department for Education
- Your family or representatives
- Educators and examining bodies
- Our regulator 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 – *for statutory data returns*
- 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
- Basic information in school publications i.e. School Prospectus; Newsletters; Website and alike.

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

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.

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.

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 (DPO):**

Mrs M Smith is the Data Protection Officer (DPO). The DPO's role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the UK GDPR. The DPO can be contacted on 0115 9155737 or dpo@crabtreefarm.nottingham.sch.uk.