



Together, we will RISE

Privacy Notice - Employees

Kempsford Primary School

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Date approved:

Review Date:

Privacy Notice - Employees

The categories of school employee information that we collect, process, hold and share include:

- 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, next of kin
- contract information (such as start date(s), hours worked, post(s), role(s), salary information and bank details)
- legal obligation (such as National Insurance number and tax details)
- work absence information (such as number of absences and reasons, outcomes of disciplinary/grievance procedures)
- qualifications

Why we collect and use this information

We use school employee data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid

The lawful basis on which we process this information

The lawful basis (article 6) and the processing of special categories of personal data (article 9) of the GDPR regulations is:

Contractual

The processing is necessary to enter into a formal contract of employment, or because there is the possibility of entering into a contract of employment.

Legal

The processing is necessary to comply with the law.

Legitimate

The processing is necessary for the legitimate interests of a third party acting on behalf of the School.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with data protection legislation, we will inform you whether you are required to provide certain school employee information to us or if you have a choice in this.

Storing this information

We hold school workforce data for the length of employment plus seven years, although certain information will be securely disposed of before this time. At the end of this time the data held will be securely disposed of.

Who we share this information with

We routinely share this information with:

- our payroll provider through GCC
- the Department for Education (DfE)
- Pension Professionals
- Information may also be published to the school website (this will not include data of a sensitive nature)

Why we share school workforce information

We do not share information about employees with anyone without consent unless the law and our policies allow us to do so.

We 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, expenditure and the assessment for educational attainment.

The DfE collects and processes personal data as 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, please go to;

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE 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 employee 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 information about you that we hold. To make a request for your personal information please contact Kempsford School Data protection Officer (contact details can be found at the end of this document).

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

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with the school in first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer
Kempsford Primary School
High Street
Gloucestershire
GL7 4EY
Tel: 01285 810367