



Ken Stimpson Community School

## **Privacy Notice for Staff**

Last Reviewed:- May 2018

## Policy Cover Sheet

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## 1. Introduction

**1.1** - 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.

**1.2** - This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

**1.3** - We, Ken Stimpson Community School, are the 'data controller' for the purposes of data protection law.

## 2. What is Personal Information?

**2.1** - Personal Information is Information that can be used to identify you as an individual.

## 3. Categories of data collected

**3.1** - 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
- 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
- Qualifications and employment 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
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

**3.2** - 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, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records

## 4. Why we collect and use this information

**4.1** - The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our 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

## 5. The lawful basis on which we use this information

**5.1** - 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

**5.2** - 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)
- We have legitimate interests in processing the data

**5.3** - 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.

**5.4** - 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.

## 6. Collecting this Information

**6.1** - While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

**6.2** - 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.

## 7. Storing data

**7.1** - 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.

**7.2** - Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our School retention policy.

## 8. Who we share information with

**8.1** - Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with third parties. For a list of these third parties & what data we share, please see our website policies page.

**8.2** - If it is not legally required, or covered under another reason allowed under data protection law we do not share personal information with anyone outside the school without express consent.

## 9. Transferring data internationally

**9.1** - Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

## 10. Your rights

### How to access personal information we hold about you

**10.1** - You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request', as long as we judge that you can properly understand your rights and what they mean.

**10.2** - If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

**10.3** - You may also ask us to send your personal information to another organisation electronically in certain circumstances.

**10.4** - If you want to make a request please contact our data protection officer.

### Your other rights over your data

**10.5** - You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

**10.6** - To exercise any of these rights, please contact our data protection officer.

## 11. Complaints

**11.1** - We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

**11.2** - You can make a complaint at any time by contacting our data protection officer.

**11.3** - You can also complain to the Information Commissioner's Office in one of the following ways:

- 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

## 12. Contact us

**12.1** - If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer.

*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.*