

## **THE OAKTREE FEDERATION**

## **LAUGHTON COMMUNITY PRIMARY SCHOOL**

## **FIRLE CE PRIMARY SCHOOL**

## **PRIVACY NOTICE FOR SCHOOL WORKFORCE SEP 2020**

### **School Privacy Notice for Staff, Governors and Volunteers**

#### **Introduction**

This Privacy Notice describes how Firle CE school gathers and processes the personal data relating to staff and volunteers at the school.

The processing of personal information by the school is predominantly for employment purposes and the effective management of volunteers. The processing assists in the running of the school and contributes to local and national planning.

#### **What information is processed**

The categories of workforce information gathered and processed include:

- personal information (name, contact details, employee reference, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (start date, hours worked, job title, responsibilities and salary information)
- absence from work (number of absences and reasons)
- qualifications
- disclosed medical information, including GP information
- DBS registrations information
- next of kin name & contact details

#### **What is the information used for**

The workforce data is used to:

- enable staff to be paid
- medical emergencies
- maintain the quality of workforce data in the sector
- supporting the development of recruitment and retention policies
- enabling more accurate financial modelling and planning
- monitor ethnicity and disability
- contributing to the School Teachers' Review Body

#### **What is the legal basis for the processing**

The school processes workforce data to meet the contractual obligations with its workforce (such as paying wages and keeping the member of staff safe) and to meet its statutory obligations in respect to its legal obligations. The legitimate legal basis for processing is therefore 'Contract' and 'Legal Obligation'.

Should a legal basis not already exist, the school will gather consent before processing an individual's data.

### **How long is data held**

Workforce data is held in accordance with the school's Retention Schedule. This is normally seven years from the date of leaving employment with the school, but in some instances (such as Asbestos exposure) this may be longer when a legal basis is present.

### **Who is the information shared with**

Workforce data is shared with:

- East Sussex County Council to support the management of workforce data across the County (section 5 of the Education - Supply of Information about the School Workforce - (England) Regulations 2007 and amendments)
- The Department for Education (DfE) to manage workforce data at a National level and support workforce policy monitoring and evaluation.

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. This would be where the 3<sup>rd</sup> party were using the data for research or statistical analysis to provide information and 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.

### **How can I access my data**

Data protection legislation gives individuals 8 specific rights, which include the right to access their data. The school has a Subject Access Request process in place that it will use to support staff to access their information.

To make a request for your personal information, please contact

Executive Headteacher - Mrs Rachel West Phone 01273 858260

Address: Firle CE Primary School,

The Street,

Firle, Lewes,

East Sussex. BN8 6LF

[rwest@firle-school.e-sussex.sch.uk](mailto:rwest@firle-school.e-sussex.sch.uk)

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The other rights allow staff (in some instances) to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- have inaccurate personal data rectified, restricted or erased
- claim compensation for damages caused by a breach of the Data Protection regulations

If a member of staff has a concern about the collection or processing of their personal data they should contact the school office in the first instance.

**Data Protection Officer**

The school's Data Protection Officer is Roger Simmons

[rsimmonsltd@gmail.com](mailto:rsimmonsltd@gmail.com)

07704 838512

**Further information is available in the School Data Protection Policy**