



# Privacy Notice for School Workforce

July 2021

Under Data Protection Law, individuals have a right to be informed about how Fowlmere Primary School uses any personal data that we hold about them. We comply with this right by providing privacy 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, Fowlmere Primary School, are the 'Data Controller' for the purposes of Data Protection Law. Our Data Protection Officer is Nicola Cook (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:

- Full name, date of birth, marital status and gender
- Address and contact details
- 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
- 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, ethnicity, religious beliefs, sexual orientation and political opinions.
- Trade union membership.
- Health, including any medical conditions, and sickness records.

## **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.
- 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.

### **Our legal basis for using this data:**

We only collect and use personal data about you when the law allows us to. Most commonly, we process it where:

- Fulfil a contract we have entered into with you.
- We need to comply with a legal obligation.
- We need it to perform an official task in the public interest.

Less commonly, we may also process personal data about you in situations where:

- We have obtained consent to use it in a certain way.
- We need to protect the individual's 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 our use of your data.

### **Our basis for using special category data:**

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in Data Protection Law:

- We have obtained your explicit consent to use your personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for the establishment, exercise or defence of legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation.
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in Data Protection Law. Conditions include:

- We have obtained your consent to use it in a specific way.

- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights.
- We need to process it for reasons of substantial public interest as defined in legislation.

### **Collecting this information**

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### **How we store this data**

We keep personal information about you while you are employed or engaged by us. We may also keep it beyond this time if this is necessary in order to comply with our legal obligations. We store this data in both digital and paper-based formats.

We keep personal data according to the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools and our own Data Retention Policy which can be provided on request.

### **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 information about headteacher performance and staff dismissals.
- The Department for Education – to meet our legal obligations.
- Your family or representatives – to fulfil our contractual obligations.
- Educators and examining bodies – to fulfil our public task.
- Our regulator Ofsted – to meet our legal obligations and fulfil our public task.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll.
- Our auditors – to meet our legal obligations.
- Security organisations – to fulfil our contractual obligations and to ensure the security of the pupils in school.
- Health and social welfare organisations – to meet our legal obligations through our recruitment process and to keep our staff and pupils safe.
- Professional advisers and consultants – to fulfil our public task in providing training opportunities to staff to improve work performance.
- Police forces, courts, tribunals – to meet legal obligations.
- Employment and recruitment agencies – to fulfil our legal and contractual obligations.

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside United Kingdom, we will do so in accordance with Data Protection Law.

### **Volunteers' rights regarding personal data**

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 or your child.
- 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.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

### **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress.
- Prevent it being used to send direct marketing.
- Object to 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 Mrs Annielle Walker, School Secretary, 01763 208203, [office@fowlmere.cambs.sch.uk](mailto:office@fowlmere.cambs.sch.uk).

### **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 Mrs Annielle Walker, School Secretary, 01763 208203, [office@fowlmere.cambs.sch.uk](mailto:office@fowlmere.cambs.sch.uk).

You can also contact our Data Protection Officer:

- Name: Nicola Cook
- Email: [nicola@schoolsdp.com](mailto:nicola@schoolsdp.com)
- Tel: 01296 658502

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 Mrs Annielle Walker, School Secretary, 01763 208203, [office@fowlmere.cambs.sch.uk](mailto:office@fowlmere.cambs.sch.uk).

*This notice is based on the [Department for Education's model privacy notice](#) for School Workforce, amended to reflect the way we use data in this school.*