



CHEADLE PRIMARY SCHOOL

PRIVACY NOTICE FOR SCHOOL WORKFORCE

MAY 2018

This privacy notice explains how we collect, store and use personal data about the school workforce: those employed to teach, are otherwise engaged to work at a school, governors, volunteers and candidates/interviewees.

Cheadle Primary School, The Avenue, Cheadle, Staffordshire, ST10 1EN, is the 'data controller' as defined by Article 4 (7) of GDPR. This means we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

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
- date of birth, marital status and gender
- next of kin and emergency contact numbers
- proof of car insurance, MoT certificate and driver's licence
- 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
- evidence to support your right to work in the UK
- DBS information
- photographs
- data about your use of the school's information and communications system
- information about business and pecuniary interests

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



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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 equalities monitoring
- improve the management of workforce data across the sector
- support the work of the School Teachers' Review Body

Our lawful basis for using this data.

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

- fulfill a contract we have entered into with you (Article 6, 1b, GDPR 2018)
- comply with a legal obligation (Article 6, 1c GDPR 2018)
- carry out a task in the public interest (Article 6, 1e GDPR 2018)

Less commonly, we may also use personal information about you where:

- you have given us consent to use it in a certain way (Article 6, 1a GDPR 2018, Article 9 2a GDPR 2018)
- we need to protect your vital interests (or someone else's interests) (Article 6, 1d GDPR 2018, Article 9, 2c GDPR 2018)

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

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.

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.



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How we store this data

Personal data is stored in line with our Data Protection 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.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Data Protection Policy. The Data Protection Policy is available on our school website.

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 head teacher 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
- 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



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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.

Requesting access to your personal data

Under data protection legislation, individuals have the right to request access to information about them that we hold. To make a request for your personal information contact headteacher@cheadle-primary.staffs.sch.uk

You also have 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

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact -

Data Protection Lead – julieshaw@cheadle-primary.staffs.sch.uk

You can also contact our Data Protection Officer using the contact details below:

Email – dpo@staffordshire.gov.uk

Post to:

Data Protection Officer
Information Governance Unit
Staffordshire County Council
2 Staffordshire Place
Stafford
ST16 2DH