



Staff Privacy Notice

Policy approved and adopted: May 2019

Review date: May 2022

Under data protection law, individuals have a right to be informed about how Cove Junior School uses any personal data that is held 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 staff.

We, Cove Junior School, are the 'data controller' for the purposes of data protection law.

We collect and use personal information to help us run the school, including to:

- Enable you to be paid
- Facilitate safer recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and budget planning
- Enable ethnicity and disability monitoring

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 an application form 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

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

We may also hold data about staff that we have received from other organisations, including other schools, local authorities and the Department for Education.

The General Data Protection Regulation allows us to collect and use staff information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller under Article 6(1). When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another under Article 9.

Collecting personal information

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

Storing personal data

We keep personal information about staff while they are employed by our school. We may also keep it beyond your employment at our school if this is necessary in order to comply with our legal obligations. In accordance with our retention schedule, we retain all staff files for seven years after the end of employment.

Who do we share staff information with?

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about staff with:

- Future employers
- Our local authority (LA)
- The Department for Education (DfE)
- Suppliers and service providers – to enable them to provide services which we have contracted them for, such as payroll
- LA catering providers to enable provision of staff meals
- Names/log-in details with providers of IT services that staff use in school to support them in their employment
- Members of the general public through photographic material that is used on our website and school publicity material

Why we share staff information

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

We are required to share information about our workforce members with our LA under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

The DfE collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the DfE for the purpose of those data collections. We are required to share information about our school employees with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

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The workforce data that we lawfully share with the DfE through data collections:

- Informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- Links to school funding and expenditure

- Supports 'longer term' research and monitoring of educational policy

Data collection requirements

To find out more about the data collection requirements placed on us by the DfE including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Sharing by the DfE

The DfE 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 by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

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 workforce 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.

To contact the DfE: <https://www.gov.uk/contact-dfe>

Data collection requirements:

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Requesting access to your personal data

Under data protection legislation, you have the right to make a 'subject access request' to gain access to information about you that we hold. To make a request for your personal information, contact the Data Protection Officer (see contact section below).

You also have the right, subject to some limitations, 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
- 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, you should raise your concern with us, in the first instance, or directly to 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, via the school office:

Mrs Z Fuller, Data Protection Officer via the School Office, Cove Junior School, Fernhill Road, Cove, Farnborough, Hants GU14 9SA. Tel 01252 542941 or adminoffice@cove-jun.hants.sch.uk