



HOLYWELL SCHOOL

Privacy Notice for Staff

Privacy Notice (How we use school workforce information)

Holywell School processes personal data. This document outlines the purpose we process data, on what legal basis and other areas relating to data processing such as the type of data we hold. It also covers the rights of individuals. From the 25th May 2018 data will be processed under the European General Data Protection Regulation.

For what purpose do we Collect Personal Data?

- to enable the development of a comprehensive picture of the workforce and how it is deployed
- to inform the development of recruitment and retention policies
- to enable individuals to be paid

On what basis do we collect and handle personal data?

We collect and process personal data under Article 6 and Article 9 of the European General Data Protection Regulation from 25 May 2018. Under Article 6(1)(e) our lawful basis for processing data is that it is a Public task and the processing is necessary for us to perform a task in the public interest. Under Article 9(2)(g) our lawful basis for processing sensitive data is that processing is necessary for reasons of substantial public interest. We also collect your data in line with section 114 of the Education Act 2005 this information can be found on the following web site. <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold school workforce data for 7 years after the end of employment at the school. Electronic data, name and employment details will be kept indefinitely to be able to confirm your employment with us to prospective employers who may be seeking a reference from us. Our earliest records began on 1st September 1973.

Who we share this information with?

We routinely share this information with:

- our local authority
- the Department for Education (DfE)

Other categories of recipients of staff information include.

- Payroll and pension providers
- Internet Services provider
- HM Revenue & Customs

More Detail on the Local Authority and Department for Education

We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School

Workforce) (England) Regulations 2007 and amendments. The data shared with the Dfe data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

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

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

Sharing school workforce information

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

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold. To make a request for your personal information contact the Data Controller named below.

You also have the right to:

- to be informed of how we use personal data. This is done through this privacy notice.
- to have personal data rectified if it is inaccurate or incomplete.
- Have data erased - this is also known as the right to be forgotten.
- data portability.
- object to processing.
- automated decision making.
- 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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

The information commissioner's office provide detailed guidelines on the individual rights. This can be found on the link below. <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

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/>

Further information

If you would like to discuss anything in this privacy notice, please contact:

Data Controller: Mr M G Simpson, Headteacher, email: dco@holywellschool.co.uk

Data Protection Officer: Mr Chris Beeden: email: dpo@holywellschool.co.uk