



"A Local School with a Global Perspective"

Shaftesbury Park Primary School

Privacy Notice for the School Workforce

This notice is to help members of the school workforce understand how and why Shaftesbury Park Primary School collects personal information and what we do with that information. It also explains the decisions that members of the school workforce can make about their information. If you have any questions about this notice please talk to the Headteacher, Mrs Richards.

What is “personal information”?

Personal information is any information that Shaftesbury Park holds that can be used to identify a living person.

The categories of staff information that we collect, 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), teaching/teaching assistant status
- Relevant medical information
- Address information
- Payroll information

Additionally, CCTV, photos and video recordings are also classed as personal information.

Why do we collect and use staff information?

We collect and use staff information under legal and statutory obligations within the Education Act 1996, the Children Act 2004, the Education and Inspectors Act 2006, Education Act 2011 and the Family and Children’s Act 2014.

We process personal data relating to those we employ to work at, or otherwise engage to work at, Shaftesbury Park Primary School. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid.

The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed

- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

Permission for collecting personal information

Under the General Data Protection Regulation 2018, we collect information on the following legal bases:

Legitimate interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The School relies on legitimate interests for most of the ways in which it uses your information.

Specifically, the School has a legitimate interest in:

- Providing children with an education.
- Safeguarding and promoting the welfare of children.
- Promoting the objectives and interests of the School.
- Facilitating the efficient operation of the School.
- Ensuring that all relevant legal obligations of the School are complied with.

In addition, your personal information may be processed for the legitimate interests of others. For example, we may use information when investigating a complaint.

If you object to us using your information where we are relying on our legitimate interests as explained above please speak to <the Headteacher>.

Legal obligation

Where the School needs to use your information in order to comply with a legal obligation, for example to report a concern about a child's wellbeing to Children's Services, we may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Public interest

The School considers that it is acting in the public interest when providing education.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

Vital interests

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

Legal claims

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

Medical purposes

This includes medical treatment and the management of healthcare services.

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. We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please speak to our Data Protection Lead and Headteacher, Mrs Richards, if you would like to withdraw any consent given.

How do we look after and keep safe the personal data of staff?

Access to personal data is limited to those who need to know.

Information held on paper files is securely stored at the school and information stored on computer is held securely behind passwords and other measures.

Information held on electronic files may also be stored for the school on 'cloud-based' servers providing that we are satisfied that our personal data will be held securely and protected from any unauthorised access.

For how long is personal data stored?

We hold data for the periods of time specified in the IRMS Records Management Schools' Toolkit which can be seen at:

<https://irms.org.uk/page/SchoolsToolkit>

In exceptional circumstances, information may be kept for a longer time than usual, but only with good reason and only if we are allowed to do so under data protection law.

The sharing of staff information

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

We are required, by law, to share information with the following:

Local authority

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

We share information with the ECT Manager portal which facilitates the administration of the induction process for ECTs in England.

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

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>.

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 by:

- conducting research or analysis
- producing statistics
- providing information, advice or 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. 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.

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>

Your Rights

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Lead and Headteacher, Mrs Richards.

You also have the right 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; and
- 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, 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

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer Gary Hipple at schoolsdpo@richmondandwandsworth.gov.uk.