

Privacy Notice (How we use workforce information)

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

Our data protection officer is Nicola Cook who is contactable on 01296 658502 or nicoladposolutions@gmail.com

The categories of staff information that we process include:

- personal information (such as name, address, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- recruitment information (such as references and right to work documentation)
- payroll information (such as bank account details, salary, annual leave and pension information)
- work absence information (such as number of absences and reasons)
- qualifications and employment records (such as work history, job titles and training records)
- health information (such as medical conditions, sickness records and disability status)

Why we collect and use this information

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid including necessary deductions
- 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
- To report to the DFE

Our legal 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:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

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

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- Article 6.1.b states that the use of personal data is justified if 'processing is necessary for the performance of a contract to which the data subject is party'. For instance there is an employment contract which includes paying salaries.
- Article 6.1.c states that the use of personal data is justified if 'processing is necessary for compliance with a legal obligation to which the controller is subject'. For instance we have a legal obligation to process some staff data to meet DfE and Local Authority requirements.
- Article 6.1.e states that the use of personal data is justified if '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'. In this instance, the requirement for the school to deliver education under the Education Act (1996) requires us to collect information to deliver this service.
- Article 9 covers the use of sensitive personal information (this includes health and social care information). This is justified either by article 9.2.a (consent from the data subject) or article 9.2.e (processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services).

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.

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.

How we collect this information

We collect personal information via Data Collection Sheets, Bank Credit Request forms and application forms.

Workforce data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

How we store this information

Staff records are stored securely in paper files and on the school's secure server.

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 retention schedule (please see link) or available on request from the school office.

Who we share this information with

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 the General Data Protection Regulation, otherwise known as the GDPR) we may share personal information about you with:

- Our local authority, to meet legal obligations
- The Department for Education, to meet legal obligations
- Your family or representatives with written consent, to protect your vital interests
- Educators and examining bodies, to fulfill a contract
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Health authorities, to fulfill a contract
- Health and social welfare organisations, to meet legal obligation such as Riddor reporting
- Professional advisers and consultants, to fulfill a contract
- Police forces, courts, tribunals, to meet legal obligations
- Ofsted, to meet legal obligation

Requesting access to your personal data

Under data protection legislation staff have the right to request access to information about them that we hold ("Subject Access Request").

Subject to the section below, the legal timescales for the School to respond to a Subject Access Request is one calendar month. As the School has limited staff resources outside of term time, we encourage parents / pupils to submit Subject Access Requests during term time and to avoid sending a request during periods when the School is closed or is about to close for the holidays where possible. This will assist us in responding to your request as promptly as possible. If you wish to submit a Subject Access Request please contact Mrs J Bell, (office@grange.bucks.sch.uk) the Headteacher's Personal Assistant who can provide you with the form. Whilst this form is not compulsory it is designed to facilitate the process.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is manifestly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

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 our data protection responsibilities.

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/>