



## **Duncombe Primary School Staff Privacy Notice**

Reviewed by: Monique Roberts

Ratified by the Full Governing Body

September 2021

## Privacy Notice for Staff

This Privacy Notice applies to Duncombe Primary School as the data controller for the personal information collected. Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them.

This Privacy Notice explains how Duncombe Primary School collects, processes, holds and shares personal data about individuals we employ or otherwise engage to work in our school/organisation, in-line with our statutory responsibilities.

[We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by its employees and service providers in the performance of their duties.](#)

Information we collect, process and use

- personal information (such as name, employee or teacher number, national insurance number, bank account, address, contact details, date of birth, gender, next of kin and emergency contacts, nationality and entitlement to work in the UK, criminal record check);
- special categories of data for equal opportunities monitoring including characteristics information such as ethnic group and disability;
- contract information (such as the terms and conditions of employment; start dates, hours and days worked, post, tax, roles and salary / remuneration, including entitlement to benefits such as pensions);
- work absence information and annual leave (such as number of absences, including sickness absence, special leave and sabbaticals and the reasons for the leave);
- leave records (including maternity, paternity, adoption parental and shared parental leave);
- details of your qualifications (and, where relevant, subjects taught), skills, experience and employment history, including start and end dates, with previous employers;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including performance improvement plans and related correspondence;
- information about medical or health conditions, including disability for which the organisation needs to make reasonable adjustments;
- details of trade union membership;
- copy of driving licence and passport;
- photographs (for example, ID cards, staff photo for the website and school notice board, recruitment packs etc);
- CCTV footage, (for example); entrance gates
- data about your use of the schools' information and communication system.

We collect this information in a variety of ways. For example, data is collected through application forms; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessments (for example, team development/appraisals).

In some cases, we collect personal data about you from third parties. For example, references supplied by former employers and/or information from criminal records checks (known as DBS checks) permitted by law.

Why we collect and use workforce information

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed;
- improve the management of workforce data across the education sector;
- to enable us to meet our contractual and legal obligations,
- processing of teachers' pension and run recruitment and promotion processes and provide references on request for current and former employees;
- maintain accurate and up-to-date employment records;
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils;
- support effective performance management in line with the schools' statutory duty;
- inform our recruitment and retention policies;
- allow better financial modeling and planning;
- enable equalities and equal opportunities monitoring;
- support the work of the School Teachers' Review Body (Regulatory Body).

The lawful basis on which we process data

Personal information is collected from you in order to meet and discharge our contractual obligations and statutory duties as your employer.

If you fail to provide the personal information requested, amongst other things we may not be able to provide you with employment or a service for which you may be entitled/requested.

The legal basis for the use of your personal data will be one or more of the following:

- to satisfy our legal obligations and statutory duties as your employer.
- to carry out a task in the public interest or in the exercise of official authority in our capacity as a school.
- to meet our contractual obligations in relation to your statement of employment contract with us.

#### Collecting workforce information - We collect personal information during the recruitment process

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 and we will tell you what you need to do if you do not want to share this information with us.

#### Storing workforce information

Data is stored in a range of different places, included in your school personnel file, on the single central record, SIMS, the IT system of the schools HR and Payroll provider, and in other IT systems (including the schools email system). The information 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 information in it in accordance with the School's Records Management Policy / retention policy.

#### Who we share workforce information with

We do not share information about you without your consent unless the law and our policies allow us to do so.

We may share your personal information with the following organisations who are also Data Controllers.

<p>Our Local Authority (London Borough of Islington)</p>	<p>We are required to share information about our workforce members with our local authority (LA) pursuant to s 5 the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments</p>
<p>The Department for Education (DfE)</p>	<p>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 of educational attainment.</p> <p>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 maintained schools, academies and free schools and special schools including Pupil Referral Units and Alternative Provision).</p> <p>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</p> <p>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 <a href="https://www.gov.uk/education/data-collection-and-censuses-for-schools">https://www.gov.uk/education/data-collection-and-censuses-for-schools</a>.</p> <p>For more information about the DfE's data sharing process, please visit: <a href="https://www.gov.uk/data-protection-how-we-collect-and-share-research-data">https://www.gov.uk/data-protection-how-we-collect-and-share-research-data</a></p> <p>All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current <a href="#">government security policy framework</a>. For more information, please see 'How Government uses your data' section.</p>

**[For use by maintained schools only:]**

<p>London Borough of Islington</p>	<p>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.</p>
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**[For use by pupil referral units only:]**

<p>The Department for Education (DfE)</p>	<p>We are required to pass information about our pupils to the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.</p> <p>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).</p> <p>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</p> <p>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 <a href="https://www.gov.uk/education/data-collection-and-censuses-for-schools">https://www.gov.uk/education/data-collection-and-censuses-for-schools</a>.</p> <p>For more information about the DfE's data sharing process, please visit: <a href="https://www.gov.uk/data-protection-how-we-collect-and-share-research-data">https://www.gov.uk/data-protection-how-we-collect-and-share-research-data</a></p>
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We may also share your information, with the following:

- Your family or representatives
- Police forces, courts, tribunals

Function	Contact details
Educators and examining bodies	Standards and Testing Agency Cheylesmore House, 5 Quinton Rd, Coventry CV1 2WT – 0300 303 3013
Regulatory Bodies	Ofsted Clive House, 70 Petty France London SW1H 9EX 0300 123 1231
Suppliers and services providers – to enable them to provide the service we have contracted them for, such as payroll, ICT	Contract Management Team 222 Upper Street London N1 1XR – 0207 527 2931
Central and local government	20 Great Smith St, Westminster, London SW1P 3BT – 0370 000 2288
Our auditors	Islington Council 222 Upper Street London N1 1XR – 0207 527 2000
Survey and research organisations	N/A

Trade unions and associations	Unison – Diana James – 020 7527 8298 GMB – 020 7527 3805 No Rep NUT – 07970 870 094 No Rep NAHT – 0300 30 30 333
Health Authorities	Highbury Grange Health Centre 1-5 Highbury Grange, N5 2QB School Health tel. contact 020 3316 8021 whh- tr.islingtonschoolnursing@nhs.net
Security organisations	N/A
Health and social welfare organisations	<a href="mailto:LADO@islington.gov.uk">LADO@islington.gov.uk</a> 020 7527 8102
The Diocese [London Diocesan Board for Schools / Catholic Education Service]	N/A
The consortium of schools of which we are a member,	<a href="mailto:info@futurezone.org.uk">info@futurezone.org.uk</a> – Phone: 07711 996 123
Professional Advisors and consultants	Islington Council 222 Upper Street London N1 1XR – 020 7527 2000
Charities and voluntary organisations	N/A
Professional bodies	N/A
Employment and recruitment agencies	N/A
Managed ICT	Joskos 611 Highgate Studios, Highgate Rd, London NW5 1TL 020 7424 6960

#### Requesting access to your personal data

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 **Monique Roberts** **02075275620**

In some circumstances you may also have the right to ask:

- us to restrict the processing of your personal data until any errors are corrected,
- to object to our processing or transferring of your personal data.
- 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 ask 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/>

For further information on how to request access to personal information held centrally by DfE, please see the ‘How Government uses your data’ section of this notice.

Withdrawal of consent and the right to lodge a complaint

**[For use where consent is the lawful basis. Therefore, where consent is NOT used, this section will need to be deleted]**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting **[identify a suitable representative here xxxxxx along with their contact details]**

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **25/08/2020**

Contact

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

Monique Roberts

Duncombe Primary School Sussex Way

London N19 4JA

Email: schoolbusinessmanager@duncombprimary.co.uk

*This notice is based on the Department for Education's model privacy notice for the school workforce, amended to reflect the way we use data in this school.*

## How Government uses your data

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 Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### Sharing by the Department

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.

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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