Harmondsworth Primary School

Privacy Notice for Staff

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We collect and hold personal information relating to all staff when they join the school. This includes both teaching staff and any other person employed at the school.

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

- Personal information (such as name, employee or teacher number, national insurance number, home address and next of kin)
- 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)
- Medical information (such as allergies, medical conditions, mental health where it relates to employment and wellbeing)
- Bank details (to process salary)
- Health partners (assessing suitability for employment, supporting attendance at work)
- Wellbeing solutions (offering confidential counselling and advice)

Why we collect and use this information

We use school workforce data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- Identify appraisal and training needs for continuing professional development

The lawful basis on which we process this information

We process this information to fulfil our employment contract with you. We are also legally obliged by the DfE under the Education Act 1996 (Departmental Censuses) to collect and process information as part of the school census. Other reasons for process your information are to comply with our legal obligations to:

- Safer recruitment process
- Equality Act 2010

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 information to us or if you have a choice in this.

Storing this information

We hold staff data for as long as you are employed by the school, and in line with statutory guidelines. For example, we are required to retain payroll information for 3 years beyond your period of employment. If you would like further information on retention guidelines, please speak to Mrs Eleesa Dowding.

Who we share this information with

We routinely share this information with:

- Our local authority
- The Department for Education (DfE)
- Schools HR Cooperative
- Our Occupational Health provider via the Schools HR Cooperative
- Our Wellbeing provider via the Schools HR Cooperative
- Dataplan our payroll processors
- Teacher and support staff pension providers

These are not outside the UK or EEA

Why we share school workforce information

We will not share personal data about workforce unless in line with data protection regulations.

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.

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.

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.

Other Data Processors
- Dataplan process our payroll to fulfil the employment contract
- Schools HR process our support staff pensions to fulfil the employment contract
- Our occupational health provider via the Schools HR Cooperative to fulfil the

employment contract

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

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 Mrs Eleesa Dowding via the telephone 02087591718 or email Office@harmondworthprimary.org.uk
Our Data Protection Officer is: Jo Holloway 01494 622200

Website: www.auxoltd.co.uk

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 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/

Further information

If you would like to discuss anything in this privacy notice, please contact: Mrs Eleesa Dowding via the school office 02087591718 or email Office@harmondworthprimary.org.uk