



PRIVACY NOTICE
FOR STAFF

Privacy Notices - school workforce / central team

Who we are

Cosgrove Village Primary School For the purposes of Data Protection legislation, Cosgrove Village Primary School is the Data Controller. This means it is in charge of personal data about you.

The Data Protection Officer for the School is Plumsun.

In this policy 'we' and 'us' means Cosgrove Village Primary School .

The categories of school information that we process include:

- personal information (such as contact details and 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)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- Payroll information (including bank account details)
- Sensitive information (special category personal data), medical information, ethnic group, previous employer comments on suitability for post, information regarding criminal convictions, information regarding your eligibility to work in the UK, and trade union membership if you supply it.

How we use your information

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

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract and in the case of special category personal data (i.e. sensitive information) processing that personal data is necessary for performing or exercising obligations or rights which are conferred on us or on you by law in connection with your employment;

- The processing is necessary for the performance of a legal obligation to which the school is subject, for example our legal duty to safeguard pupils;
- In the case of special category personal data, the processing is necessary for a safeguarding purpose, i.e. to protect pupils from harm. This is in the substantial public interest.
- The processing is necessary for the performance of our education function which is a function in the public interest.

How we collect workforce information

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

We also collect information from a previous employer or educational establishment. You will know about this because you will have supplied us with the relevant contact details.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We are required, by law, to pass on some of the personal data which we collect to:

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

Local Authority

We are required to share information, about our workforce members with our LA under section 5 of the Education (Supply of Information about the School Workforce) (No 2) (England) Regulations 2007 and amendments.

Department for Education

The DfE collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the DfE for the purpose of those data collections, under:

[Local authority to insert relevant legislation for their sharing of information with DfE. See relevant legislation for each specific data collection you complete.]

Examples for school workforce census:

We are required to share information about our academy employees with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

Others

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children through Strictly Education who administer the service.

We disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid.

We share information about your pay with the Government Office of National Statistics.

We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Where you have decided to become part of a salary sacrifice scheme such as that for child care vouchers, we share your details with the provider to the extent necessary for them to provide the vouchers to you. The scheme provider is – Kiddivouchers, part of the Wider Plan Group.

We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the TPS, for support staff the scheme is LGPS.

Our disclosures to third parties are lawful because one of the following reasons applies:

[check that these match with the legal basis given in your Records of Processing Activities]

For ordinary personal data uses:

- The disclosure is necessary for the performance of your employment contract;
- The disclosure is necessary for the performance of a legal obligation to which the school is subject;
- The disclosure is necessary for the performance of our education function which is a function in the public interest.
- We collect your consent

For Special Category Personal Data (i.e. Sensitive personal information) uses:

- The disclosure is necessary for safeguarding purposes, i.e. to protect pupils from harm and is therefore in the substantial public interest
- The disclosure is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on us as the Data Controller or on you in connection with your employment
- Where we collect ethnic origin or disability information for equality monitoring purposes, this falls within substantial public interest and is therefore lawful (but you are not required to provide information for that purpose if you do not want to)
- We collect your explicit consent

Commented [DB1]: Needs to be covered in Data Protection Policy if used.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our records retention policy which can be found on our website – www.cosgroveprimary.org.uk

Your rights

You have the right to:

- Ask for access to your personal information;
- Ask for rectification of the information we hold about you;
- Ask for the erasure of information about you;
- Ask for our processing of your personal information to be restricted;
- Data portability;
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the Data Protection Officer.

More information about your rights is available in our data protection policy which can be found on our website - www.cosgroveprimary.org.uk

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House

Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.