

Hazelwick School

Privacy Notice – Hazelwick School workforce

Hazelwick School Workforce: those employed to teach, or otherwise engaged to work at Hazelwick School

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The EU General Data Protection Regulation (GDPR)

As of the 25th May 2018 the General Data Protection Regulation (GDPR) replaced the Data Protection Act (DPA).

Data Controller

Hazelwick School complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. **Z3160198**).

The Data Protection Officer (DPO) for the school is **Mr Joe Hillier**.

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

The Legal Basis for Processing Personal Data

The main reason that the school processes personal data is because it is necessary in order to comply with the school's legal obligations and to enable it to perform tasks carried out in the public interest.

The school may also process personal data if at least one of the following applies:

- in order to protect the vital interests of an individual
- there is explicit consent
- to comply with the school's legal obligations in the field of employment and social security and social protection law
- for the establishment, exercise or defense of legal claims or whenever courts are acting in their judicial capacity
- for reasons of public interest in the area of public health
- 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, based on law, or pursuant to contract with a health professional
- for reasons of substantial public interest, based on law, which is proportionate in the circumstances and which provides measures to safeguard the fundamental rights and the interests of the data subject

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

- candidate personal information provided as part of a recruitment process
- 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 and career history information (such as start dates, hours worked, post, roles and salary information)
- data relating to statutory pre-employment checks (DBS, prohibition from teaching, references, photo id, right to work in the UK, qualification check, overseas check)
- contact and emergency contact information
- information needed for payroll, benefits and expenses purposes
- medical and Occupational Health information
- work absence information (such as number of absences and reasons)
- Performance Management information and training records
- employee relations correspondence (such as capability and disciplinary matters)
- qualifications and recruitment information (and, where relevant, subjects taught)
- information relevant to the School Work Force Census and absence information
- holiday records for All Year Round Staff
- general correspondence i.e. at your request, a letter to your rental or mortgage company to confirm employment details
- employee vehicle details (for onsite car parking)

Why we collect and use staff information

We process personal data relating to those we employ to work at, or otherwise engage to work at Hazelwick School for:

- employment purposes
- enabling the development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- assisting in the running of the school
- enabling individuals to be paid

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

- improving the management of workforce data within the school and 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
- supporting the work of the School Teachers' Review Body
- the prevention and detection of crime

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.

Who we share this information with

We will not give information about you to anyone outside Hazelwick school without your consent unless the law allow us to.

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- HMRC
- Teachers' Pensions (TP)
- Local Government Pension Scheme (LGPS)
- Unison
- Kiddi Vouchers
- Neyber Loans
- Bike Scheme Provider
- Perk Box
- Enjoy Benefits

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

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.

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

Payroll and Pensions deductions

Our payroll system links directly with HMRC in order that statutory (legally due) payments can be made. We are required to share pension information with both the TP and LGPS, in order that your pensions can be accurately calculated and eventually paid upon retirement. We share payroll deduction data with those bodies you have advised us of already, thereby granting us permission.

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 DfE including the data that we share with them, go to;

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE 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 DfE 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 the 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
- 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>

Retention Periods

Personal data will not be retained by the school for longer than necessary in relation to the purposes for which they were collected.

Information will be held in accordance with the Information and Records Management Society Tool Kit for Schools.

<https://irms.site-ym.com/page/SchoolsToolkit>

CCTV

The school operates CCTV on the school site as it is considered necessary to protect students' safety and/or the school's property

Biometrics

Hazelwick School operates biometric recognition systems for the Library and the Canteen.

All data collected will be processed in accordance with the GDPR data protection principles and the Protection of Freedoms Act 2012.

Your written consent will be obtained before biometric data is taken and used.

For more information about biometric data please refer to the ICO Guidance at the link below:

<https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools>

Rights

You have the right to:

1. be informed of data processing (which is covered by this Privacy Notice)
2. access information (also known as a Subject Access Request)
3. have inaccuracies corrected
4. have information erased
5. restrict processing
6. data portability
7. intervention in respect of automated decision making
8. withdraw consent (see below)
9. complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact the DPO.

Withdrawal of Consent

The lawful basis upon which Hazelwick School processes personal data is to comply with legal obligations and to perform tasks carried out in the public interest.

Where Hazelwick School process personal data solely on the basis that you have consented to the processing, you will have the right to withdraw that consent.

Complaints to ICO

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF.