

Staff privacy notice

Woodcroft School 01.11.23

Who processes personal data relating to staff

Woodcroft School Limited ('School' or 'we' or 'us') is the data controller of all personal information relating to staff, which at any time is provided to us ('personal data'). This means the School determines the purpose(s) for which personal data is processed, and the manner of such processing.

In some cases, personal data will be outsourced to a third party processor. However, this will only occur with your consent or if the law requires the School to share such personal data. Where the School outsources personal data to a third party processor, the same data protection standards that the School upholds will be imposed on the third party processor.

Trish Stokes, the School's office manager, is also the School's data protection officer ('DPO'). The DPO's role is to oversee and monitor the School's data protection procedures, and to ensure they are compliant with the General Data Protection Regulations ('GDPR'). The DPO can be contacted on 020 8508 1369 or at trish@woodcroftschoo.l.net

Categories of personal data the School collects, processes, holds and shares

These categories include:

- personal information (such as name, teacher number, national insurance number);
- characteristics (such as gender, age, ethnic group);
- contract information (such as start dates, hours worked, post, roles, salary information);
- work absence information (such as number of absences and reasons for absences);
- qualifications and training courses attended;
- medical information (such as occupational health);
- bank details (for payroll purposes); and
- staff management information (such as records of performance management and disciplinary proceedings).

Why the School collects, uses and processes the personal data

The School collects, uses and processes the personal data to:

- perform its obligations under your contract of employment;
- safeguard children;
- effectively operate the running of the School;
- enable the development of a comprehensive picture of the workforce and how it is deployed;
- inform the development of recruitment and retention policies; and
- enable individuals to be paid.

The lawful basis on which the School collects, uses and processes the personal data

The School holds the legal right to collect, use and process the personal data. The School may also receive personal information relating to staff from their previous employers, occupational health advisors and the DBS service.

The School collects, uses and processes the personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to: Article 6 and Article 9 of the GDPR; and Education Act 1996.

Collecting the personal data

Whilst the majority of the personal data you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, the School will inform you as to whether you are required, or if you have a choice in providing us with certain personal data.

Storing the personal data

The School holds the personal data for six years from the termination of your employment or engagement at the School. Certain payroll information is held indefinitely for HMRC purposes. The School uses RM Integris to store personal data. Access is restricted to authorised personnel only.

Who the School shares the personal data with

The School shares the information required by law with the Department for Education ('DfE') and HMRC.

Why the School shares personal data

The School does not share information about the workforce with anyone without consent unless the law or our policies allow us to do so.

The School shares personal data with the DfE on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding /expenditure and the assessment educational attainment.

Personal 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 personal data collection requirements placed on us by the DfE, including the personal 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; and providing information, advice or guidance.

The DfE has robust processes in place to ensure that the confidentiality of the personal data the School shares is maintained, and there are stringent controls in place regarding access and use of such data. 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 personal data, organisations must comply with strict terms and conditions covering the confidentiality and handling of such data, security arrangements and retention and use of the data.

For more information about the DfE's data sharing process, please visit <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the DfE, please visit <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, you have the right to request access to personal data that the School holds. To make a request for such personal data, contact the DPO.

You also have the right to:

- object to personal data processing 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 GDPR or other relevant regulations or laws.

If you have a concern about the way the School is collecting or using your personal data, we request 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/>

Contact

If you would like to discuss anything in this Privacy Notice, please contact the DPO.