Mayespark Primary School

Privacy Notice for School Workforce

Privacy Notice (How we use workforce information)

Although we have tried to make this Privacy Notice as straight forward as possible, some may find it difficult to understand. Please contact the school Data Officer, details at the end of this notice, for further help if needed.

This notice explains how we use information about you and what we do with it. We call this information about you 'personal data' or personal information'.

The categories of school information that we process

These include:

• personal information (such as name, 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)

• medical information • contact details (including next of kin)

• payroll data (such as NI number, Payroll number)

Why we collect and use workforce information

The purposes and lawful bases for Mayespark Primary School to collect and use workforce information are detailed below:

We use workforce data to:

a) enable the development of a comprehensive picture of the workforce and how it is deployed

b) inform the development of recruitment and retention policies

c) enable individuals to be paid

d) allow better financial modelling and planning

e) enabling ethnicity and disability monitoring

f) supporting the work of the School Teachers' Review Body

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

• for the purposes of employment in accordance with the legal basis of Article 6 (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

In addition, concerning any special category data:

• 9 (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

Collecting workforce information

We collect personal information via staff contact forms, application forms, qualification certificates, private documents (birth and marriage certificates, National Insurance cards), occupational health referrals etc.

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.

CCTV

Our school uses Closed Circuit Television cameras for the purposes of monitoring our premises. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the police to assist with crime prevention or at the behest of a court order.

Live Recordings

There may be times, during an exceptional circumstance, that the school will have to record sessions. These recordings will be held for no longer than ten days.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the Data Officer.

Who we share workforce information with

We routinely share this information with:

• our Local Authority (where applicable)

• the Department for Education (DfE)

• our Payroll provider (LBR)

• our HR provider (Orbis)

• our Occupational Health provider (Team Prevent)

• our Staff insurance (Teacher Absence)

• our Absence Management system (ITrent)

• the National Health Service (NHS)

• DBS checking service (LBR & Atlantic Data)

Why we share school workforce information

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

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

The Department for Education (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 Department for Education (DfE) for the purpose of statutory data collection under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and

We are required to share information about our school employees with the Department for Education (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.

For more information, please see 'How Government uses your data' section.

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 the Data Officer to:

• ask us for access to information about you that we hold

• have your personal data rectified, if it is inaccurate or incomplete

• request the deletion or removal of personal data where there is no compelling reason for its continued processing

• restrict our processing of your personal data (i.e. permitting its storage but no further processing)

• object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics

• not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/

Withdrawal of consent and the right to lodge a complaint

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 the Data Officer.

International transfers and processing

We do not process any personal information outside of the European Economic Area.

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 the 17th April 2023.

Contact

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

Mrs Pamela Porter, Business Manager – Mayespark Primary School
office@mayespark.redbridge.sch.uk

Please note our Statutory Data Protection Officer details are:

London Borough of Redbridge
Lynton House 255-259
High Road Ilford IG1 1NY
dataprotection.schools@redbridge.gov.uk

Alternatively, should we not be able to provide a satisfactory answer to your request in the first instance, you may wish to contact the Information Commissioner's Office (ICO) directly using the following details:

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

0303 123 1113 www.ico.org.uk/concerns