



The school workforce: those employed to teach, are otherwise engaged to work at a school, governors, volunteers and candidates/interviewees.

We, Long Ditton Infant and Nursery School, [a member of the Ember Learning Trust,] are committed to protecting the privacy and security of our school workforce's personal information. This notice describes how we collect and use that personal information in accordance with the General Data Protection Regulation ('GDPR').

We are a data controller under the GDPR which means we are responsible for deciding how we hold and use information about our workforce.

The categories of workforce information that we process (by collecting, holding and sharing) include:

- Personal information (such as name, employee or teacher number, national insurance number, address and date of birth)
- Characteristics (such as age, gender, ethnicity, language, nationality)
- Contract information (such as start date, hours worked, post, roles, salary and performance information)
- Work absence information (such as number of absences and reasons)
- Relevant medical information
- Qualifications (and, where relevant, subjects taught)
- Next of kin and emergency contact details.

This list is not exhaustive.

How we use your information

We collect and use personal information relating to our workforce for employment purposes, to assist in the running of the school and to enable individuals to be paid. In particular, we use your personal information:

- for the performance of any contract you have with us;
- where we need to comply with a legal obligation; or
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests

We may also use your personal information in less common situations:

- where we need to protect your vital interests (or someone else's interests); or
- where it is needed in the public interest.

We use workforce personal information to help us with:

improving the management of workforce data 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 modeling and planning
enabling ethnicity and disability monitoring; and
supporting the work of the School Teachers' Review Body.

Collecting workforce information

We collect personal information from our workforce at various stages, in particular, when staff/governors apply to and/or join the school and when volunteers start the process of volunteering. [We may also obtain it from third parties/referees, the contact details will previously have been provided by you].

Storing and retention of workforce data

We have measures in place to protect the security of your personal information whether stored in hard copy or electronically. We also limit access to those people who need to see it.

We hold workforce personal information in accordance with the retention guidelines outlined in the Information Management Toolkit for Schools (IRMS).

Who do we share workforce information with?

We routinely share workforce information about our staff [and governors], where required by law or in order to administer services, including with:

- [payroll provider, pension provider, benefits e.g. childcare voucher provider]
- our local authority (see below for more details)
- the Department for Education (DfE) (see below for more details)
- third parties who carry out services for us, such as our IT and payroll service providers.

Where we share information, those third parties are also required to keep your personal information in accordance with the requirements of the GDPR.

Other than as set out above, we will not share information about you with third parties without your consent unless the law allows us to.

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.

As a Foundation school

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.

Requesting access to your personal data and other rights

Under data protection legislation, you have the right to request access to information that we hold. To make a request for your personal information, contact Kellie Nolan, The School Business Manager School Office – knolan@longditton.surrey.sch.uk or the Data Protection Officer (DPO), Satswana Ltd. – info@satswana.com.

By law, 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; and
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Changes to personal information

It is important that the information that we hold is accurate and current. Please keep us informed of any changes. We will periodically remind you to update us.

If you require more information about how we and/or DfE store and use your personal data please visit:

- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Contact:

If you would like to discuss anything in this privacy notice, please contact Kellie Nolan the School Business Manager or the Data Protection Officer (DPO), Satswana Ltd – info@satswana.com; telephone number 01252 516898.

We reserve the right to update this privacy notice at any time and we will notify you by e-mail if we make any substantial updates. We may also notify you from time to time about the processing of your personal information.

May 2018
(Adapted from SCC Legal Department model document)