

# **Privacy Notice for Staff**

## **Graham James Primary Academy**



**Date: June 2021**

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# Privacy Notice for Staff

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## **1. Privacy notice for staff**

- 1.1 Under UK GDPR and the Data Protection Act 2018, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.
- 1.2 This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.
- 1.3 We, Graham James Primary are the 'data controller' for the purposes of data protection law.
- 1.4 We have appointed Chorus Advisers, consultants who specialise in GDPR to act as our Data Protection Officer. They will be responsible for ensuring compliance and monitoring the effectiveness of this policy.

## **2. The personal data we hold**

- 2.1 We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
  - Contact details
  - Date of birth, marital status and gender
  - Next of kin and emergency contact numbers
  - Salary, annual leave, pension and benefits information
  - Bank account details, payroll records, National Insurance number and tax status information
  - Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
  - Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
  - Performance information
  - Outcomes of any disciplinary and/or grievance procedures
  - Absence data
  - Copy of driving licence
  - Photographs
  - CCTV footage
  - Data about your use of the school's information and communications system
- 2.2 We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):
  - Race, ethnicity, religious beliefs, sexual orientation and political opinions
  - Trade union membership
  - Health, including any medical conditions, and sickness records

## **3. Why we use this data**

- 3.1 The purpose of processing this data is to help us run the school, including to:
  - Enable you to be paid
  - Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
  - Support effective performance management
  - Inform our recruitment and retention policies
  - Allow better financial modelling and planning
  - Enable ethnicity and disability monitoring
  - Improve the management of workforce data across the sector

- Support the work of the School Teachers' Review Body

#### **4. Our lawful basis for using this data**

4.1 We only collect and use personal information about you when the law allows us to. Most commonly, we process it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

4.2 Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

4.3 Where you have provided us with your consent to your data, you may withdraw this consent at any time. We will make this clear when we ask for consent, and explain how you go about withdrawing your consent if you wish to do so.

4.4 Some of the reasons listed above for collecting and using personal data about you overlap, and there may be several grounds which justify the school's use of your data.

#### **5. Collecting staff information**

5.1 While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

5.2 Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

#### **6. Storing staff data**

6.1 We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment. Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Data Retention Schedule

#### **7. Data sharing**

7.1 We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

7.2 Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education
- Your family and representatives
- Educators and examining bodies
- Our regulator e.g. Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for such as payroll
- Financial organisations
- Central and local government
- Our auditors
- Trade unions and associations

- Local Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

## 8. Staff rights regarding personal data

8.1 Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

8.2 If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

8.3 Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

8.4 If you would like to make a request please contact our data protection officer.

## 9. Other rights

9.1 Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

9.2 To exercise any of these rights, please contact our data protection officer.

## 10. Transfer of data outside the UK

We may transfer personal data that we collect from you to third-party data processors in countries that are outside the UK. If we do this, we have procedures in place to ensure your data receives the same protection as if it were being processed in the UK. For example, our contracts with third parties stipulate the standards they must follow at all times.

Any transfer of your personal data will follow applicable laws and we will treat the information under the guiding principles of this Privacy Notice.

## 11. Complaints

- 11.1 We take any complaints about our collection and use of personal information very seriously.
- 11.2 If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.
- 11.3 To make a complaint, please contact our data protection officer.
- 11.4 Alternatively, you can make a complaint to the Information Commissioner's Office:
- Report a concern online at <https://ico.org.uk/concerns/>
  - Call 0303 123 1113
  - Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 12. Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

Beverley Burgess, Academy Manager  
[dataprotectionofficer@grahamjamesacademy.co.uk](mailto:dataprotectionofficer@grahamjamesacademy.co.uk)

Or

Andy Crow , Data Protection Officer  
[dpo@chorusadvisers.co.uk](mailto:dpo@chorusadvisers.co.uk)