

Staff Privacy Notice

Chalkhill Primary School



Approved by: Head of Chalkhill Primary School **Date:** 20/09/19

Last reviewed on: 20/09/19

Next review due by: 20/09/20

Privacy Notice (How we use school workforce information)

Under data protection law, 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.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, Chalkhill Primary School, (Barnhill Road Wembley HA9 9YP) are the 'data controller' for the purposes of data protection law.

Our data protection officer is **Deepti Bal.** dpo.bal@bsp.London

The Data Protection Leads in school are **Ms Mehta** and **Ms Pooja Patel**

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:

- Personal information (such as name, employee or teacher number, national insurance number, DBS)
- Contact information (such as address, telephone number, email address, next of kin and emergency contact details)
- Contract information (such as start dates, hours worked, post, roles, tax status and salary 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
- Work absence information (such as number of absences and reasons)
- Copy of passport and/or driving licence
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

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

Why we use this data

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

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use 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

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)

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

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

Collecting this information

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.

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.

How we store this data

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 [\[Data Retention policy\]](#).

Who we share data with

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

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

- Our local authority to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education (DfE)
- Your family and representatives
- Educators and examining bodies
- Our regulator, Ofsted
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies (for agency staff only)
- SIMS – attendance, census, for salaries
- FFT - to allow account creation to upload pupil Assessment Data
- Target Tracker - to allow account creation (admin users only) to upload pupil Assessment Data
- Staff school email ID (admin users only) - E4Education (our website host) to amend /upload data on the website
- Staff school email ID (admin user only) – School Twitter handle @Chalkhillschool
- Our email provider, the London Grid for Learning (LGfL)
- Parentmail for parent/staff communications
- Active Learn Primary to allow Bug Club account creation
- EExAT for Parent communication and EYFS Assessment (till July 2018 only)
- NCA Tools to allow account creation to upload pupil Assessment Data
- Times Table RockStar to allow account creation
- Inentry for sign-in facility
- Other suppliers and service providers to enable them to provide the service we have contracted them for
- Our payroll provider (Strictly Education)

Your rights

How to access personal information we hold about you

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

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

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for 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

To exercise any of these rights, please contact our data protection lead and/or data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously. 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. To make a complaint, please contact our school Data Protection Lead:

Ms Mehta mehtaf@chalkhill.brent.sch.uk **Ms Pooja Patel** patelp@chalkhill.brent.sch.uk

Our data protection officer: **Deepti Bal.** dpo.bal@bsp.London

For any unresolved complaints 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

Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our school Data Protection Leads are

Ms Mehta mehtaf@chalkhill.brent.sch.uk

Ms Pooja Patel patelp@chalkhill.brent.sch.uk

Our data protection officer is **Deepti Bal.** dpo.bal@bsp.London

Declaration

I, _____, declare that I understand:

Our data protection officer is **Deepti Bal.** dpo.bal@bsp.London

Our school Data Protection Leads are **Ms Mehta** and **Ms Pooja Patel**

Ms Mehta mehtaf@chalkhill.brent.sch.uk **Ms Pooja Patel** patelp@chalkhill.brent.sch.uk

I have read the Staff Privacy Notice

Chalkhill Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.

Chalkhill Primary School may share my data with the DfE, and subsequently the LA.

Chalkhill Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.

Chalkhill Primary School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.

My data is retained in line with the school's GDPR Data Protection Policy.

I know where I can find out more information about the processing of my personal data.

Sign: _____

Date: _____