Privacy Notice for Staff

June 2022

Together we strive for excellence

POLICY CONTROL

Policy review frequency	Two-yearly
Author	R Bruce
Ratified by	Full Governors Committee
Date	June 2022
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Headteacher signature	
Chair of Governors signature	

Privacy Notice for Staff

Who processes your information?

Cubitt Town Primary School process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and / or to enable individuals to be paid.

How we use your information

This personal data includes identifiers such as names and national insurance numbers, employment contracts and remuneration details, qualifications and absence information. It will also include sensitive personal data such as ethnic group, medical information and trade union membership (if you choose to supply this information to us).

During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract
- The processing is necessary for the performance of a legal obligation to which Cubitt Town Primary School is subject, for example our legal duty to safeguard pupils
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm
- The processing is necessary for the performance of our education function which is a function in the public interest.

Where the school collects and manages 'Special Category Data' (relating to health, ethnicity, sexual orientation and beliefs) we rely upon our legal obligations under employment, health and safety and equalities law or for our statutory purposes as a school. Where we process data relating to Criminal Convictions, we do so for employment and safeguarding purposes.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How we share your information with third parties

Cubitt Town Primary School will not share information about you with third parties without your consent unless the law allows us to.

We are required, by law, to pass on some of the personal data which we collect to:

- our local authority
- the Department for Education (DfE) The collection of this information will benefit both national and local users by:
- 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 modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body.

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.

We disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid.

We disclose details about you to our HR provider for the purposes of HR management. We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Where you have decided to become part of a salary sacrifice scheme such as that for child care vouchers, we share your details with the provider to the extent necessary for them to provide the vouchers to you.

We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the TPS, for support staff the scheme is LGPS.

We share our data where relevant with partners under contract providing a service (such as IT support) on behalf of the school and according to our instructions.

How long we keep your personal information

Cubitt Town Primary School only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our records retention policy.

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you

- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact Dawn Coote, School Business Manager. If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer who can be contacted at IG@connetix.co.uk or 0203 813 8704 and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.