



Maryport Church of England Junior School

Privacy Notice (How we use school workforce information)

Introduction

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' to individuals where we are processing their personal data.

Personal data is information that identifies someone as an individual and relates specifically to that person.

Maryport Church of England Junior School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to the school workforce is to be processed.

The school workforce includes all those employed to teach, or otherwise engaged to work, either on a paid, contracted or voluntary basis at Maryport Church of England Junior School.

This notice is to explain how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information.

Personal data is held by the school to assist in the smooth running of the school and/or enable individuals to be paid.

Our **data protection officer** is Jennifer Rowlands contactable on 07794 753 510

The personal data we hold

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 & videos
- 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 collect and use this information

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

The lawful basis on which we process this information

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)
- We have legitimate interests in processing the data

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.

Data security and storing workforce information

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 review this file and delete the information in it in accordance with the school's Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

In some circumstances we may retain information for longer periods but we would only do so if we had good reason and only if we are allowed to do so under data protection law. e.g. for child protection issues.

We will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage.

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, we will shred paper-based records, and override/delete electronic files.

Who we share this information with

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

We routinely share this information with, but is not restricted to:

- Our local authority Cumbria County Council
- The Department for Education (DfE)
- Other schools or organisations following reference requests
- Payroll provider
- HR provider
- Your family or representatives
- Our regulator Ofsted
- Educators and examining bodies
- Other schools where we are legally or contractually obliged
- Disclosure and Barring
- Other public services that have a lawful right to collect workforce information
- Third parties where we have a clear legal basis

Under the General Data Protection Regulation (2016/679 EU) (GDPR), personal data relating to criminal convictions and offences can be processed only:

- under the control of official authority; or
- when it is authorised by law providing for appropriate safeguards for the rights and freedoms of data subjects.

Why we share school workforce information

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.

We share personal data with the **Department for Education (DfE)** on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools and local authorities that work in state funded schools. All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

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.

Your other rights regarding your data

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

If you would like to make a request or exercise any of these rights please contact our **Data Protection Officer** (see *Contact Us*)

Further information

To download our Data Protection Policy please visit our website (www.beaconhill.cumbria.sch.uk).

If you require more information about how the local authority store and use your personal data:

www.cumbria.gov.uk/childrensservices/schoolsandlearning/schools/privacynotice.asp

If you cannot access these websites please contact the LA and/or DfE as follows:

Performance Unit,
Children's Services
Cumbria House
Botchergate
Carlisle
Cumbria
CA1 1RD
tel: 01228 221271

www.cumbria.gov.uk/childrensservices
ros.dean@cumbria.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Tel: 0370 000 2288

www.education.gov.uk
<http://www.education.gov.uk/help/contactus>

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 the school in the first instance using the *Contact Us* details below.

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 5

Contact Us

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

- Jennifer Rowlands
- Tel 016973 31234
- Email Jennifer.rowlands@solway.cumbria.sch.uk

This notice is based on the [Department for Education's model privacy notice for workforce](#), amended for parents and to reflect the way we use data in this school.