Who processes your information?

Under data protection law, individuals have the right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing a privacy notice 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, The Priory Primary School, Dorsett Road, Wednesbury WS10 0JG, are the ‘data controller’ for the purposes of data protection law. This means that the school determines the purposes for which, and the manner in which, any personal data relating to staff is to be processed.

SIPS IT provides our Data Protection Officer and the Data Protection Lead is Mrs Dickenson, School Business Manager.

Where necessary, third parties may be responsible for processing staff members’ personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line staff members’ privacy rights.

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 (where appropriate about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contacts
- 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 the recruitment 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 schools information and communications systems
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 and sexual orientation
- Trade union membership
- Health, including and medical conditions, and sickness records

Whilst the majority of information that you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

**Why we use this data**

The Priory Primary School holds the legal right and legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school. We process the personal data in order to meet the safeguarding requirements set out in GDPR, UK employment and childcare law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- School Staffing (England) Regulations 2009 (as amended)
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

The purpose of processing this data also helps 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 equalities monitoring
- Enabling the development of a comprehensive picture of the workforce and how it is deployed
- Improve the management of workforce data across the sector
- Support the work of the School Teachers Review Body

**Storing this information**

Personal data is stored in line with our Data Protection Policy and the ‘Information Management Toolkit for Schools’ retention document.

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 retain this file and delete the information in it in accordance with the ‘Information Management Toolkit for Schools’ retention document.

**Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.
We are required to share information about our school employees with our local authority and the Department of Education under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments

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

- Your family or representatives
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Financial organisations
- Our auditors
- Health authorities
- Police force, courts, tribunals
- Employment and recruitment agencies
- Central and local government
- Trade unions and associations

Data collection requirements

The Department of Education (DfE) collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). 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.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

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

**Requesting access to your personal data**

Under data protection legislation, individuals have a right to make a ‘subject access request’ to gain access to personal information that the school holds about them.

To make a request for your personal information, contact Elaine Dickenson, School Business Manager.

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
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at https://ico.org.uk/concerns/

**Further information**

If you would like to discuss anything in this privacy notice, please contact:

Elaine Dickenson – School Business Manager
The Priory Primary School

Staff Privacy Notice

Declaration

I declare that I understand:

- the Priory Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements
- There may be significant consequences if I fail to provide the personal data that The Priory Primary School requires
- The Priory Primary School may share my data with the DfE, and subsequently the Local Authority
- The Priory Primary School will not share my data to any third party without my consent, unless the law requires the school to do so
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties
- My data is retained in line with The Priory Primary Schools Data Protection Policy and the ‘Information Management Toolkit for Schools’ retention document
- My rights to the processing of my personal data

Name: ………………………………………………………………………………………

Signature: ……………………………………………………………………………………

Date: ………………………………………………..