

Privacy Notice - School Workforce

Appendix B of The Minster Nursery & Infant School Data Protection Policy

THE MINSTER NURSERY AND INFANT SCHOOL A Voluntary Aided School

Privacy Notice - The General Data Protection Regulation

**The school workforce:
Those employed to teach, or otherwise engaged to work at
The Minster Infant and Nursery School**

This document has been prepared with due regard for The Information Commissioner's Office at: <https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notices-transparency-and-control/>

and Department for Education guidance at:

<https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices>

The School is a 'Data Controller'

We, The Minster Nursery & Infant School Warrington Road, Croydon, CR0 4BH are the '**Data Controller**' under the terms of the **General Data Protection Regulation** that supersedes the **Data Protection Act 1998**

Purpose and Legal Basis

We collect information from you and may receive information about you from your previous employers or referees. This comes under the terms of fair and lawful processing of personal data for lawful purposes of a public body and as a registered employer. Our lawful basis is our main public task of educating children. (see **Lawful Basis Public Task**

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/public-task/>)

The function of Data Protection Officer is provided by The South Croydon Cluster of Schools (SCCDPO) and can be contacted at DPO@sccgdprservices.co.uk

Consent

We request the use of photos and incidental use of your image in videos documenting child progress and activity. Your image may additionally be used as part of your work with us, for identification board and personal id card. We ask you to sign a consent form for the different ways your photo may be used in the school. We also provide an easy way that your consent can be withdrawn or you may choose to alter how your photo is used.

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant medical information that is 'need to know' such as epilepsy or allergy details
- addresses, and other payroll information

We hold and 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. 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 modeling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

Collecting this information

Whilst the majority of information 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 must inform you whether you are required to provide specific information to us or if you have a choice in this.

Storing this information

We hold school workforce data for six years (**see Page 6 of Retention Schedule**) -**Appendix E of Data Protection & Information Systems Policy**

Who we share this information with

We will not share information about you with third parties without your knowledge. In order to fulfil our purpose, we are allowed to pass on some of this personal data to the following companies and bodies who are our '**Data Processors**' under the terms of legislation, on condition that we regularly ensure that they too are fully compliant with the GDPR:

Parent Pay for online payments including school lunches (<https://www.parentpay.com/privacy-policy>)

London Borough of Croydon <https://www.croydon.gov.uk/privacy>)

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.

Department for Education (DfE)

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.

The **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 strict terms and conditions of the Data Protection Bill 2018 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>

Capita SIMS for due processing of Human Resources Information maintained by **Octavo Croydon** (<http://www.capita-sims.co.uk/privacy-statement>)

Liberata that act on the school's and LB Croydon's behalf for processing salaries and disbursements for tax, National Insurance and Pension contributions. (see <http://www.liberata.com/privacy-and-cookies-policies/>)

The London Grid for Learning (LGfL) which maintains consistent online identities, emails and contact information for all staff of London Schools

<https://static.lgfl.net/LgflNet/downloads/policies/LGfL%20Privacy%20Notice.pdf>

Atomwide, the technology company that assists, and operates on behalf of, LGfL deliver the connectivity to our and most schools across London <http://atomwide.com/privacy.html>

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

- <https://www.croydon.gov.uk/democracy/data-protection-freedom-information/dpguidance>
- and
- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Or contact Nancy Cornell at office@minsterinfants.co.uk

[The school Data Protection and Information Management Policy 2018 \(draft\) can be found at](#)

If you are unable to access these websites we can send you a copy of this information. Please contact the school office on 020 8688 5844 or at office@minsterinfants.co.uk .

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact office@minsterinfants.co.uk

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

Concerns about your privacy

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/>

Right of Complaint

You have the right to lodge a complaint to the Information Commissioner’s Office (ICO). Full information about this is available at <https://ico.org.uk/concerns/handling/>

This information is subject to review. Please ensure you have the most up to date copy available at <http://minsterinfants.co.uk/privacy>.

Further information

If you would like to discuss anything in this privacy notice, please contact the Privacy Officer via the school office office@minsterinfants.co.uk .

Please detach and place in tray at ICT desk.

Keep The Workforce Privacy Notice for your records



Office use	
returned	code

Issued Friday June 8th 2018

I have read and understood the Workforce Privacy Statement of The Minster Nursery and Infant School

Signed :

Name in capitals:

Date: / /