

CLOCKHOUSE PRIMARY SCHOOL



Privacy Notice for the School Workforce

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 in our school.**

Clockhouse Primary School is the 'data controller' for the purposes of data protection law.

The personal data we hold

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, timesheet claims, 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 contracts, work history, job titles, working hours, training records and professional memberships
- performance information
- outcomes of any disciplinary and/or grievance procedures
- absence data
- pecuniary interests
- copy of Driving Licence (*where applicable*)
- photographs
- CCTV footage
- data about your use of the school's information and communication system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes data 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

We use this data 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 equalities monitoring
- improve the management of workforce data across the sector
- support the work of the School Teachers' Review Body

Our legal basis for using this data

We only collect and use personal data about you when the law allows us to. Most commonly, we process it where we need to :

- fulfil a contract we have entered into with you
- comply with a legal obligation
- perform an official task in the public interest

Less commonly, we may also process personal data about you in situations 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)
- you have given us consent to use it in a certain way
- we have legitimate interests in line with reasonable expectation

Where you have provided us with consent to use your personal data, you may withdraw this consent at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn if you wish to do so.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of your data.

Collecting this information

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we will 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 keep personal information about you while you are working in our school for as long as is necessary. We may also keep it beyond your employment at our school if this is necessary in order to comply with our legal obligations.

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.

Our Record Retention Policy/Schedule is currently being updated to set out how long we keep information about you, and will be in line with the [Information and Records Management Society's toolkit for schools](#). We will notify you when this document has been updated and posted on the school website.

Data Sharing

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, the London Borough of Havering, - to meet our legal obligations to share certain information with it, such as safeguarding concerns, HR procedures and staff dismissals
- The Department for Education - to complete public tasks such as submitting statutory census data
- your family and representatives - where it is in your legitimate interest for us to do so, or for vital interests such as staff wellbeing
- educators and examining bodies - where we have legitimate interests such as forwarding appraisal information for accreditation or qualification purposes
- our regulator, Ofsted - to meet our legal obligations to share certain information with them, such as school leadership data
- suppliers and service providers (where necessary) - to enable them to provide the service we have contracted them for, such as Payroll or access to online educational resources
- financial organisations - where this is a public task such as the administration of the school's bank account or legitimate interests to enable staff to purchase school dinners via sQuid
- our auditors - to meet our legal obligations to ensure financial probity and transparency
- health authorities - where it is deemed there is a vital interest for staff wellbeing, or with consent for occupational health services
- health and social welfare organisations - to meet our legal obligations to share certain information with them, such as safeguarding concerns
- professional advisers and consultants - where this is for the purposes of a public task, such as supporting the professional development of teachers, or for school improvement purposes
- charities and voluntary organisations - with consent to enable staff opportunities to participate in events
- police forces, courts, tribunals - to meet our legal obligations to share certain information with them, such as safeguarding concerns
- professional bodies - where we have legitimate interests such as accreditation
- employment and recruitment agencies - to meet our legal obligations to share certain information with them, such as references for safe recruitment or to share safeguarding concerns.

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. This will only occur if you move to an area outside the EEA.

Staff rights regarding personal data

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 or your child, 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
- give you a copy of the information within 30 days

Please be aware that it may be difficult to meet the 30 day timescale if a subject access request is received during school holidays, or the 30 day period overlaps a school holiday period.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a subject access request, please contact the School Office or the school's Compliance Officer, Mrs Lowe (*see contacts below*).

Other rights

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

To exercise any of these rights, please contact the school's Compliance Officer, Mrs Lowe (*see contacts below*).

Data Breaches

Any data breaches that may occur are notified to the school's Data Protection Officer (DPO), Mrs Barton (*see contacts below*), who is independent of the school. The DPO will document and record all breaches, and will assess the potential consequences of any breach, based on how serious they are, and how likely they are to happen. The DPO will also consider whether the breach must be reported to the Information Commissioner's Office (ICO). If a breach affects your personal data, and is serious enough to be reported to the ICO, the DPO will inform you immediately, in writing. Where data breaches are to be notified to the ICO, the DPO must do so via the ICO website within 72 hours of the breach being reported. The DPO works with the school and Headteacher to review all data breaches, and how they can be prevented from happening again.

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 by contacting the school's Compliance Officer, Mrs Lowe (*see contacts below*).

To make a complaint, please contact the Headteacher, Mrs Savidge.

Alternatively, you can make a complaint to the Information Commissioner's Office by :

- reporting a concern online at <https://ico.org.uk/concerns/>
- telephoning 0303 123 1113
- writing 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 the Headteacher, Mrs Savidge, or the school's Compliance Officer, Mrs Lowe.

- The school's Headteacher is Mrs J Savidge
email office@clockhouse.havering.sch.uk
- The school's Compliance Officer is Mrs Lowe
email finance@clockhouse.havering.sch.uk
- The school's Data Protection Officer is Mrs R Barton
email DPO@clockhouse.havering.sch.uk

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