



# Workforce Privacy Policy

Date: April 2020

Review date: April 2022

Approved by Advisory Board: July 2020

Linked with other policies:

Signed:

S. Day

Registered address: All Saints School (Lessingham) Limited. Company no: 10323174

Rookery Farm, Reynolds Lane, Potter Heigham, Great Yarmouth NR29 5LY

## **Workforce Privacy Policy (How we use workforce information)**

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 at our school.

We, All Saints School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Claire Boughton.

### **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
- Ethnicity and religion
- Recruitment information, including copies of right to work documentation, references and other information included in an application form 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
- Copies of ID documents (eg birth certificate, driving license, passport)
- Photographs
- Educational and personal email address
- Data about your use of the school's information and communications system
- Information about business and pecuniary interests

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 use this data**

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 students
- 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 lawful basis for using this data**

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

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.

### **How we store this data**

Personal data is stored in line with our GDPR Retention and Destruction Policy.

We create and maintain an employment paper file. A limited amount of personal data is also held on the school's MIS which is only accessible by the Directors, Headteacher, School Secretary and Receptionist as they have AccessAdmin status in Pupil Asset. 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 retain this file and delete the information in it in accordance with our GDPR Retention and Destruction Policy. A copy can be found on our website.

In accordance with the DfE's Keeping Children Safe in Education 2018 we also maintain a Single Central Record for all adults who have access to children of the school recording their name, address, date of birth and DBS (Disclosure and Barring Service) number and date. This is kept electronically on the school's server and only accessible by the Headteacher, SLTs and School Secretary.

As part of the school's payroll system, the names, addresses, dates of birth, email addresses, telephone numbers, marital status, National Insurance number, tax coding, payroll numbers and salaries of each member of staff are recorded on the school's electronic payroll system Sage 4000. The information is retained for six years in line with the school's finance retention policy.

Bank account details are stored securely on the company's online banking facility to facilitate payment of salaries.

### **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.

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 – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about Headteacher performance and staff dismissals.
- The Department for Education to meet our legal obligations.
- Your family or representatives to carry out a task in the public interest.
- Educators and examining bodies to carry out a task in the public interest.
- Our regulator i.e. Ofsted and the Church of England Diocese Education Office for SIAMS purposes to meet our legal obligations and perform an official task in the public task perform.
- Service providers – to enable them to provide the service we have contracted them for, such as payroll, in order for us to meet our legal obligations and perform a task in the public interest.

The following service providers are used by the school:

- o Pupil Asset – electronic personnel files including contact details, next of kin, address, and qualifications.
- o Sage 4000 – payroll and salary information
- o The Peoples Pension – pension provider
- o Norfolk Disclosure Service (Atlanta Data Ltd) – online Disclosure and Barring Service for Norfolk County Council
- o High Speed Training – online training tool
- o Tempest Photography – class photographs for which consent is sought.
- Professional advisers and consultants in order for us to perform a task in the public interest.
- Police forces, courts, tribunals in order for us to perform a task in the public interest.
- Professional bodies in order for us to perform a task in the public interest.
- Microsoft Office 365 for the purposes of sending and receiving email communication, both internally and externally.

### **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.

If you would like to make a request, please contact our data protection officer.

#### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for 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 our data protection officer.

#### **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.

To make a complaint, please contact our data protection officer.

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 5AF

#### **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:

Claire Boughton - [admin@allsaintslessingham.co.uk](mailto:admin@allsaintslessingham.co.uk)