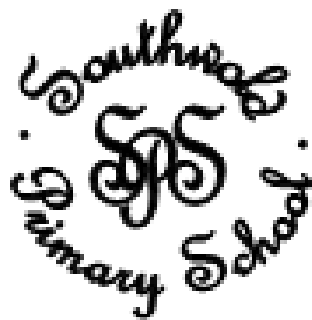


Southwold Primary School & Early Years' Centre



PRIVACY NOTICE for STAFF

YOUR DATA MATTERS



How we use staff information

The categories of staff information that we collect, hold and share include:

- Contact details
- Date of birth, marital status and gender
- Language of communication
- 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
- Disclosure and Barring Information
- 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
- Photographs
- CCTV footage
- Vehicle information
- Any requests made to the school by you
- 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
- Disability status

- Information about any criminal convictions
- Recorded teaching sessions/meetings for TEAMS
- Recorded meetings on ZOOM

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
- Contact next of kin in case of an emergency
- Keep our employees safe
- Compliance with legal, regulatory and other governance obligations

The lawful basis on which we use 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 – for example, where:

- You have applied for another position and references are required as part of safer recruitment
- Your marital status has changed and we are obliged to inform government office about this

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 staff 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.

Storing staff data

Personal data is stored in line with our Data Protection Policy / Records Managements Policy.

Employment files are created for each employee. This information is kept secure and is only used for purposes directly relevant to your employment. Electronic formats are protected by Schools IT Security Policy.

Employment files are retained and deleted in accordance with our Retention Schedule - the link to which can be found here: [GDPR Retention Schedule with IAR v1.0.docx](#)

Copies of policies are available on the school website and the school office can provide a hard copy on request.

Who we share staff information with

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
- the Department for Education (DfE)
- our regulator, Ofsted
- your family or representative in the event of an emergency
- other staff members (to carry out tasks, such as email addresses)
- suppliers and service providers (to enable them to provide the service we have contracted them for, such as payroll)
- Central and local government
- Auditors
- Survey and research organisations (to meet our obligations in relation to 'freedom of information requests)
- Trade unions and associations
- Professional advisors and consultants
- Security organisations
- Health and welfare organisations – such as occupational health
- Police forces, courts, tribunals
- Employment and recruitment agencies (where references are requested)
- The Governing body

Requesting access to your personal data

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, or be given access to your child's educational record, contact our Data Protection Officer, Mrs Williams in the school office.

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

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer, Mrs Williams in the school office.

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

Reviewed November 2024

Next review November 2025

Reviewer: Mrs A Williams - DPO