

Appendix 10 : Privacy Notice (School Workforce)

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 the School hold about them. The School comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where the School are processing their personal data.

This privacy notice explains how the School collect, store and use personal data about individuals the School employ, or otherwise engage, to work at the School.

The School, Audenshaw School, Hazel Street, Manchester M34 5NB are the 'data controller' for the purposes of data protection law.

The data protection officer is Mrs S Monks (see 'Contact us' below).

The personal data the School hold

The School process data relating to those the School employ, or otherwise engage, to work at the School. Personal data that the School may collect, use, store and share (when appropriate) 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
- 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 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 the school's information and communications system

The School may also collect, store and use information 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 the School use this data

The purpose of processing this data is to help us run the school, including to:

- Enable staff to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards students
- Support effective performance management
- Inform the 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

The lawful basis for using this data

The School only collect and use personal information when the law allows us to. Most commonly, the School use it where the School need to:

- Fulfil a contract the School have entered into
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, the School may also use personal information where:

- Consent is to be used it in a certain way
- The need to protect vital interests (or someone else's interests)

Where consent has been given for data to be used, this can be withdrawn at any time. The School will make this clear when requesting consent and explain how consent can be withdrawn if required

Some of the reasons listed above for collecting and using personal information will overlap, and there may be several grounds which justify the use of a person's data.

Collecting this information

While the majority of the information the School collect is mandatory, there is some information that can be chosen whether or not to provide to us.

Whenever the School seek to collect information, the School make it clear whether this must be provided (and if so, what the possible consequences are of not complying), or if there is a choice.

How the School store this data

Personal data is stored in line with the Data Protection Policy.

The School 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 the individual's employment.

Once a person's employment with us has ended, the School will retain this file and delete the information in it in accordance with the record retention schedule which is based on guidance provided within the [Information and Records Management Society's toolkit for schools](#).

Data sharing

The School do not share information with any third party without consent given unless the law and the policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), the School may share personal information with:

- The local authority – to meet the legal obligations to share certain information with it, such as safeguarding concerns.
- The Department for Education
- Your family or representatives
- Educators and examining bodies
- The regulator i.e. Ofsted
- Suppliers and service providers – to enable them to provide the service the School have contracted them for, such as payroll. The School will ensure all providers are GDPR compliant
- Financial organisations

- Central and local government
- The auditors
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

Transferring data internationally

Where the School transfer personal data to a country or territory outside the European Economic Area, the School will do so in accordance with data protection law.

Your rights

How to access the personal information the School hold about individuals

Individuals have a right to make a 'subject access request' to gain access to personal information that the School holds about them.

If a subject access request is made, and if the School do hold information, the School will:

- Give a description of it
- Explain why the School are holding and processing it, and how long this will be kept for
- Explain where the School got it from, if not from the individual
- Explain who it has been, or will be, shared with
- Explain whether any automated decision-making is being applied to the data, and any consequences of this
- Supply a copy of the information in an intelligible form

There is also a right for an individual's personal information to be transmitted electronically to another organisation in certain circumstances.

If a request is to be made please contact the 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. Individuals have the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent the data being used to send direct marketing
- Object to the use of personal data for decisions being taken by automated means (by a computer or machine, rather than 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 data protection officer.

Complaints

The School take any complaints about the collection and use of personal information very seriously.

If you think that the collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about the data processing, please raise this with the School in the first instance.

To make a complaint, please contact the 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 the data protection officer:

- Mrs S Monks
- 0161 336 2133
- monkss@audenshawschool.org.uk