



# Privacy Notice

25 May 2018

**Data Controller** St Andrew's CE Primary School

**Data Protection  
Registration  
Number** **Z8849196**

**Data Protection  
Officer** City of Wolverhampton Council

**To access  
information held  
about you**

Post: Coleman Street,  
Wolverhampton  
WV6 0RH

Telephone: 01902 558522

Email: [standrewsprimaryschool@wolverhampton.gov.uk](mailto:standrewsprimaryschool@wolverhampton.gov.uk)

**Reviewed** 1<sup>st</sup> September 2021

## Contents:

1. Overview
2. Why we process data
3. Categories of Data the organisation collects
4. Who your data is shared with
5. How we collect your data and from where
6. How your data is used
7. The Organisations responsibilities
8. Your Data Rights
9. Access non-personal organisation data
10. How to raise a complaint about information

## 1. Overview

St Andrew's CE Primary School collects, holds and processes personal information about employees, to allow it to meet legal requirements and legitimate interests set out in the GDPR and UK law.

St Andrew's CE Primary School is the Data Controller of the personal information that the school processes about you. This means that the school determines the purposes for which, and the manner in which, any personal data relating to employees of the school is to be processed.

Under data protection law, individuals have the right to be informed about what information the school collects about you and how it is used. This privacy notice tells you what to expect when the school processes your personal information, how it is used, shared and secured.

## 2. Why we process data

Your privacy is important to us and we are therefore committed to handling your personal data in accordance with the provisions of the Data Protection Act 2018, General Data Protection Regulation 2016/679, and any subsequent changes to data protection legislation. St Andrew's school has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- **Maintained schools only** School Staffing (England) Regulations 2009 (as amended)
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Employee's personal data is also processed to assist in the running of the school, and to enable individuals to be paid.

If staff members fail to provide their personal data, there may be significant consequences. This includes the following:

Employment checks:

- Failure to provide the school with ample proof of a right to work in the UK will prevent employment at name of school.
- Employees found to be working illegally could face prosecution by law enforcement officers.
- Failure to provide confirmation of required qualifications

Salary requirements:

- Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.

In accordance with the above, employee's personal data is used for the following reasons:

- Contractual arrangements
- Payment and salary arrangements
- Training and development
- Employment checks
- DBS checks

### 3. Categories of Data the organisation collects

We will need to collect your personal or special category data of a more sensitive nature, to deliver some of the statutory (required by law) and non-statutory services (where you have consented to) that the school provides

No more information will be collected than is required to deliver that service.

Types of personal information we collect about you may include:

- personal details (name, date of birth, address, emergency contact details)
- Identification numbers (e.g. NHS number, National Insurance Number, employee or teacher number)
- Contract information (start dates, hours worked, post, roles, salary information etc.)
- Work absence information (number of absences and reasons)
- Qualifications (and where relevant – subjects taught)
- Equalities information (Ethnicity, gender, age, first language etc.)

### 4. Who your data is shared with

The school is required to share employee data with other organisations where it is necessary to do so to comply with the law or where permitted under Data Protection legislation (Data Protection Act 2018) or the General Data Protection Regulation 2016/679).

Examples of third parties who we may share your information with include (but are not limited to):

- The Local Authority - 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 (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment. We are required to share information about our pupils with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- Agencies that are prescribed by law – for example – social services, early help, NHS bodies
- Third parties [list them- include any suppliers who the school shares employee data with] who are contracted to support the school and its employees
- List any other agency that the school shares employee data with

## **Sharing with the DE**

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 its strict terms and conditions 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>

### Sharing with other agencies

Your personal information may be shared with external partners and agencies involved in delivering services on our behalf that you have consented to using.

They will only have access to your information on a need to know basis, and your privacy and the security of the information is assessed when a new sharing partner is identified.

We may also share information with third party organisations such as insurers, solicitors who are acting on your behalf. This is usually done with your consent, unless there is a legal reason to share without your consent.

## 5. How we collect your data and from where

|                  |  |
|------------------|--|
| Face to face:    | We may keep a record of your contact in order to assist on the delivery and improvement of the services we provide to you and others. Any such records that include any personal information will be kept securely.  |
| Telephone calls: | Ordinarily we will inform you if we record or monitor any telephone calls you make to us. This is to increase your security, for our record keeping of the phone call and for training and quality purposes.   |
| Emails:          | If you email us we may keep a record of your contact and your email address for our record keeping. We will not include any confidential information about you in any email we send to you unless sent securely or you have agreed to us contacting you with this information. We would also suggest that you keep the amount of confidential information you send to us via email to a minimum. |
| On paper         | You may complete assessment forms or request forms on paper that you send to us. You may write us letters and send these in on paper.  |
| Online:          | You may complete online forms, make requests, or make online payments to us. We have a privacy on our website here: <a href="http://www.standrewsprimary.org/">http://www.standrewsprimary.org/</a>  |

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|--------------------|--|
| On systems         | We may log any information you provide to us on a computer system to help us keep track of your request, or any actions we need to complete. We may add your information to systems where we are required to by laws.  |
| From other sources | <p>We may receive information about you from other organisations or agencies such as:</p> <ul style="list-style-type: none"> <li>• Previous employers</li> <li>• Educators, examining bodies</li> <li>• Ofsted, Ombudsman and regulatory authorities</li> <li>• Providers of goods and services</li> <li>• Local and central government (e.g. Department of Work and Pensions, HMRC)</li> <li>• Health bodies (NHS Trusts, GPs)</li> </ul> <p>We will receive information about you either for a legal reason or because you have asked for your information to be shared with the school. Information can be provided to us by any of the other formats described in this section. We may add this information to our systems to record and hold it as part of your record within our school.</p> |

## 6. How your data is used

Information which you have provided the school will be stored securely. It will be used for the purposes stated when the information was collected, and not reused for different purposes or sold on to others.

Your data will be placed on an appropriate system, SIMS, and used to provide or administrate that service. We may cross reference this data between systems to keep your information as accurate and up to date as possible in line with Data Protection best practice.

We will keep your information in line with legislation and guidance on records retention periods. We will not keep your information longer than it is needed. We will dispose of paper records or delete any electronic personal information in a secure way.

## 7. The Organisations responsibilities

Everyone working for the school has a legal duty to keep information about you confidential and secure, for specific purposes and only for as long as necessary. Legislation and best practice guidance that we abide by is;

- Data Protection Act 2018

- General Data Protection Regulation 2016/679
- Human Rights Act
- British Standard and International Standard (BS/ISO) 15489-Records Management
- Lord Chancellors Code of Practice on Records Management
- Keeping Children Safe in Education statutory guidance

Where we share information with other bodies or agencies, we will ensure the confidentiality and security of your data. This will normally be done by having a contract and confidentiality clauses in place. We also carry out data privacy impact assessment each time we start a new project or initiative that involves the processing of personal data, to help us build in security and privacy to protect your information.

## 8. Your Data Rights

Under the Data Protection Act 2018 and General Data Protection Regulation 2016/679 you have rights of how your personal and special category (known as sensitive) information is used. Please see the Information Commissioners Office guidance on your rights here: <https://ico.org.uk/for-the-public/>

- You have the right to be informed of how the school is processing your data. This Privacy Notice explains this. Where you have signed up to a school service which relies on your consent alone (i.e. the services is not covered by a statutory duty) you have the right to withdraw your consent.
- You have the right of access to the personal data held by the school. If you wish to access your personal data, then a subject access request can be made. All requests for access must be made in writing or made verbally to the Head Teacher or Business Manager at the school. They can either be sent by post, email, face to face (verbal) or hand delivered

## 9. How to raise a complaint about information

Employees have the right to lodge a complaint in relation to a request to see a copy of their records. Please contact Lisa Thompson in the first instance to request an internal review of our response.

If you follow this procedure and are still not happy, you may wish to contact the Data Protection Officer for the school regarding your data protection complaint. Their role is to oversee and monitor the school's data protection procedures and to ensure they

are complaint with the General Data Protection Regulation and the Data Protection Act 2018.

| Data Protection Complaints |  |
|----------------------------|--|
| Post                       | City of Wolverhampton Council<br>Civic Centre<br>St Peter's Square<br>Wolverhampton<br>WV1 1SH |
| Telephone                  | 01902 554498 or 01902 555516   |
| Email                      | <a href="mailto:schoolsIG@wolverhampton.gov.uk">schoolsIG@wolverhampton.gov.uk</a>             |

Alternatively, you can contact the UK's information regulator, the Information Commissioner's Office (ICO):

|            |  |
|------------|--|
| Post:      | The Information Commissioner's Office<br>Wycliffe House<br>Wilmslow<br>Cheshire<br>SK9 5AF |
| Telephone: | 08456 306060   |
| Email:     | <a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a>                               |