



## Elemore Hall School

# Privacy notice for staff

### Privacy notice for staff

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, Elemore Hall School, Pittington, Durham, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Hilary Johnson-Browne (see 'Contact us' below).

### The personal data we hold

You may find it helpful to refer to the [ICO's definitions of 'personal data' and 'special categories of personal data'](#) based on the [General Data Protection Regulation](#).

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
- Recruitment information, including copies of right to work documentation, references and other information included in an application form, 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 and professional development records
- Outcomes of any disciplinary and/or grievance procedures
- Absence data – including LoA and Sickness
- Copy of driving licence
- Personal vehicle details
- Photographs/Videos
- CCTV footage
- 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

### **Why we use this data**

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

- Support you in your professional role
- Monitor and report on school improvement and self-evaluation
- Provide appropriate pastoral care
- Protect pupil welfare
- Ensure that the information we hold about you is kept up to date
- Share with agencies such as payroll and pensions
- 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 or other relevant review body
- To maintain security

### **Our lawful basis for using this data**

You may wish to refer to the [ICO's guidance on the lawful basis for processing](#).

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)

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**

We keep personal information about staff while they are working at our school. We may also keep it beyond their time at our school if this is necessary in order to comply with our legal obligations.

We will only retain the data we collect for as long as is necessary. This would be to satisfy the purpose for which it has been collected in accordance with our Records Management Policy, this can be found on the internal network under "Staff Share" - "Policies"

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data.

Examples of our security include:

- Encryption, meaning that information is hidden so that it cannot be read without access knowledge (such as a password). This is done with a secret code or what's called a 'cypher'. The hidden information is said to then be 'encrypted';
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it;
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong;
- Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches);

### **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 to share certain information with it;
- Examining or Awarding bodies – if you are the relevant member of staff to enable them to provide the service we have contracted them for;
- Our regulator (Ofsted and Ofsted (NMS)) – to meet our obligations under the inspection frameworks;
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll;
- Employment and recruitment agencies – when seeking or providing a reference (only with your permission)
- Central and local government – to enable them to support, fund and audit the school appropriately;
- Our auditors – to ensure that the school operates lawfully;

- Health authorities – to ensure that they have crucial information to enable the best service for pupils and their families as agreed within the EHCP;
- Security organisations – to meet our lawful duty;
- Health and social welfare organisations – where appropriate/relevant to ensure that they have crucial information to enable the best service for pupils and their families as agreed within the EHCP;
- Professional advisers and consultants – where appropriate/relevant to ensure that they have crucial information to enable the best service for pupils and their families as agreed within the EHCP;
- Charities and voluntary organisations – where appropriate/relevant to ensure that they have crucial information to enable the best service for pupils and their families as agreed within the EHCP;
- Police forces, courts, tribunals – to comply with our lawful duty;
- Professional bodies – where appropriate/relevant to ensure that they have crucial information to enable the best service for pupils and their families as agreed within the EHCP;
- HMRC
- DBS
- Pension schemes.

If you would like confirmation of who we do share information with please contact us.

At no time will your information be passed to organisations external to us for marketing or sales purposes or for any other commercial use without your prior consent.

### **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**:

- HilaryJohnson-Browne

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.