**Stanwix School Privacy Notice**

**(How we use the information of the School workforce and Governors and applicants for these posts.)**

The categories of information that we process include:

• personal information (such as name, employee or teacher number, national insurance number, address, phone numbers, emergency contacts)

• characteristics information (such as gender, ethnic group)

• contract and pay information (such as start date, hours worked, post, bank details, roles and salary information)

• applications and references (from previous and for future employment / volunteering)

• safeguarding information and checks

• career development e.g. performance management, appraisal, CPD

• work absence information (such as number of absences and reasons, OH, medical reports)

• qualifications

**Why we collect and use information**

We use personal data to:

• recruit staff and Governors

• enable the development of a comprehensive picture of the workforce and how it is deployed

• inform the development of recruitment and retention policies

• enable individuals to be paid

• look after and support the well-being and safety of employees and Governors

• manage the employment or volunteering roles of individuals e.g. through assessment and training

Under the United Kingdom General Data Protection Regulation (UK GDPR), Article 6, the legal bases we rely on for processing personal information for general purposes are:

| | |
|---|---|
| a. | the data subject has given consent to the processing |
| b. | the processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract |
| d. | the processing is necessary for compliance with a legal obligation |
| f. | the processing is necessary for the purposes of legitimate interests pursued by the data controller or by the third party or parties to whom the data are disclosed, except where the processing is unwarranted in any particular case by reason of prejudice to the rights and freedoms or legitimate interests of the data subject |

Under the United Kingdom General Data Protection Regulation (UK GDPR), Article 9, the legal bases we rely on for processing Special Category personal data including ethnic origin, religion and health are:

| | |
|---|---|
| a. | the data subject has given explicit consent to the processing of the personal data for one or more specified purposes Privacy notice for the School workforce and Governors and applicants for these posts. |
| b. | the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or the data subject in the field of employment and social security and social protection law, or a collective agreement |
| f. | the processing is necessary for the establishment, exercise or defence of legal claims or wherever courts are acting in their judicial capacity |
| h. | Processing is necessary for preventative or occupational medicine; assessing work capacity of an employee, medical diagnosis, providing health & social care or treatment or management of healthcare services under national law or contract with a health professional |

**Collecting information**

We collect personal information via a variety of methods including:

• applications for employment or volunteering

• staff contract forms

• information shared by employees

• information from previous employers

• medical specialists such as occupational health (OH)

• training agencies

Workforce data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice in this. Where you have given us consent to use your personal information, you are entitled to withdraw your consent in all circumstances. You can do this by contacting the school using the details given.

For the purpose of enabling the development of a comprehensive picture of the workforce and how it is deployed, we use the legal basis of legitimate interests. It enables the School to plan effectively and identify its needs.

**Storing information**

We hold data securely for the set amount of time. For more information on our data retention and how we keep your data safe, please refer to school.

**Sharing information**

We routinely share personal information with;

• our local authority (where applicable)

• the Department for Education (DfE)

• the Diocese

• future employees

In addition we use third parties to perform services for us: When we share your personal data with these third parties listed below, who perform services for us, we require them to take appropriate steps to protect your personal information, and only to use it for the purpose of performing those specific services.

• HR* – Capita

• Kym Allan* – Health and Safety

• GDPR Gerard Barr* – Data protection

• Fit2Work* - Medical and Occupational Health

• Zurick* -Insurance

• Scholar Pack* – Information Management System

• Tempest – Photographs

• Connextions Communications* – IT hosting, maintenance and landline phone provision •

Capita* - Payroll and HR (contracts)

• Windows* – Operating system for SIMS

• Orion – Provision of school meals and cleaning

• Primary Site – Web design and maintenance

• CPOMS* – Safeguarding and target tracking software

• School Money* - Payment platform

• Team* - Online meetings

• M2 Education* – Teacher recruitment

• Cumbria Teaching Agency* - Provision of supply teachers and classroom assistants

•Inventry– Signing in system

*Class dojo- communication and learning platform with pupils and parents

*For some of their functions these organisations are data controllers in their own right, and are responsible for determining what they do with your information. We recommend that you read their privacy notices.

**Transferring personal data outside the UK**

We transfer your personal data to the USA when we use some of the companies listed above. We have procedures in place to make sure that these restricted transfers are made appropriately. To do this we use a standard contractual data protection clause that is approved by the Information Commissioner's Office.

**Why we share school workforce information**

We do not share information about workforce members with anyone without consent unless we have a legal obligation to do so.

We collect, process and store data in order to complete statutory requirements e.g. census, single central record, keep pupils and employees safe to progress career paths and for employment reasons.

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)**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

We are required to share information about our school employees with the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

**Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our school Data Protection Officer via the Headteacher.

You also have the right to:

• be informed about the collection and use of your personal data. We do this by providing you with this privacy notice

• object to processing of personal data that is likely to cause, or is causing, damage or distress

• object to processing carried out under the lawful bases of public task or legitimate interests, and for the purposes of direct marketing

• data portability; this allows you to obtain and re-use your personal data for your own purposes across different services. If you would like us to transfer your personal data electronically, we will do this. It only applies to information you have given us, which we hold electronically and where the School is the data controller

• rectification; if you believe that any information we are holding on you is incorrect or incomplete, please contact us as soon as possible and we will promptly record your request and amend our records if required and

• a right to seek redress, either through the ICO or through the courts

The school does not create profiles of applicants for employment or to be a Governor, employees or Governors and does not make decisions using automated means.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

Contact If you would like to discuss anything in this privacy notice, please contact the Headteacher,

or by email: office @stanwix.cumbria.sch.uk or by phone: 01228 596069

**How Government uses your data**

The workforce data that we lawfully share with the DfE through data collections:

• informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce

• to school funding and expenditure

• supports 'longer term' research and monitoring of educational policy

**Data collection requirements**

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.

**Sharing by the Department for Education**

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.

To contact the department: https://www.gov.uk/contact-df