PRIVACY NOTICE

YOUR DATA MATTERS

SCHOOL STAFF AND WORKERS

www.dpoforschools.co.uk

Introduction

This Privacy Notice advises employees, workers, self-employed staff and/or consultants, governors and volunteers of the school's data protection responsibilities on the collection and processing of their personal information.

At Hemington Primary School, we respect your need for privacy and protect any personal information, including, but not limited to any, 'personal data' defined under Data Protection Law. "Data Protection Law" means all legislation and regulations in force from time to time regulating the use of personal data and the privacy of electronic communications including, but not limited to, the retained EU law version of the General Data Protection Regulation (EU) 2016/679) (the "UK GDPR"), as it forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018 the Data Protection Act 2018 the Privacy and Electronic Communications Regulations 2003 as amended, and any successor legislation. Our practice, with respect to the use of your personal information, is as set forth below in this Privacy Notice.

Hemington Primary School collects and processes your personal data to assist in the running of the school and to manage the employment relationship of, or otherwise manage, those who are engaged to work or perform services for us.

We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

We are required to explain how and why we collect such data and what we do with that information. This Privacy Notice will also provide information as to what you can do about your personal information that is held and processed with us. At Hemington Primary School, we respect your need for privacy and protect any personal information, including but not limited to any 'personal data', defined in the General Data Protection Regulation 2016, that you share with us. Our practice with respect to the use of your personal information is as set forth below in this Privacy Notice.

What we need

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data, or if your consent is needed.

Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

The personal data we hold regarding you can include, but is not limited to, information such as:

- Your name and address
- Email address and telephone number
- Date of birth
- Gender
- Marital status
- Emergency contacts
- Your nationality and entitlement to work in the UK
- Bank details
- National Insurance number
- Your employment contract(s)
- Salary and benefits
- Pension details and insurance cover
- Your hours and days of work

- Details of periods of leave taken by you, such as holiday, sickness, maternity/paternity leave or other leave and the reasons
- Qualifications and skills
- Work experience and employment history
- Information about your criminal record
- Your disciplinary or grievance records
- Appraisals and related correspondence
- Details of medical or health conditions
- Disability status
- Records of any reasonable adjustments
- Equal opportunities monitoring information

Why we need it

We process data relating to those we employ to work at, or otherwise engage to work or support the school. We collect and use personal data in order to meet legal requirements set out in Article 6 and Article 9 of the UK-GDPR, UK employment law and to keep our pupils safe.

There are several reasons why we hold, process and share individuals' personal data, the lawful reasons for processing personal data include:

- Consent
- For the performance of a contract
- To comply with a legal obligation
- To protect the vital interests of the individual or another person
- For a task carried out in the public interest
- For a legitimate interest of the school or one of the organisations it shares data with (e.g. legal adviser) except where those rights are overridden by the interests or fundamental rights and freedoms of the Data Subject, which require protection

Sometimes the handling of your personal data falls within several of the above lawful grounds. The purpose of processing this data is to assist in the running of the school, including to:

- Enable individuals to be paid
- Facilitate safe recruitment
- Support the effective performance management of staff
- Improve the management of workforce data across the sector
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Support the work of the School Teachers' Review Body

What we do with it

Your personal data may be shared internally with other members of staff in order for them to perform their roles. This can include sharing personal data with the Co-heads, Governors, HR (including payroll) and ICT staff. We may also share your personal data with third parties. This can include when obtaining background checks as part of safer recruitment guidelines, pre-employment references and criminal records checks from the DBS.

We 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 your employment. The staff

files are kept within a locked cupboard. You are able to have access to your file at any time to ensure that all information about you is up to date.

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, but not restricted to:

- 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 information linked to performance data.
- Your family or representatives - to carry out our public task in the event of an emergency.
- Other staff members - to carry out our public task, for example having access to your school email address so that information can be shared effectively.
- Our regulator Ofsted - in order to comply with our public task.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll.
- Central and local government - to complete the legal obligation for things such as the workforce census.
- Auditors - coming under a legal obligation, we may be asked from auditors about financial information relating to the school.
- Survey and research organisations - to meet our legal obligation in relation to Freedom of Information requests.
- Trade unions and associations - to carry out our public task in light of any key discussions within school linked to disciplinary/capability procedures or for events such as redundancy.
- Security organisations - in order to keep our school secure and under the lawful basis of public task, we pass on certain staff member information so that they can be contacted if necessary (such as the caretaker).
- Health and social welfare organisations - to carry out our public task, in line with our Attendance Management Policy, with organisations such as Occupational Health.
- Police forces, courts, tribunals - to meet our legal obligations to share certain information with them, such as safeguarding concerns or to carry out our public task in relation to a tribunal.
- Employment and recruitment agencies - to meet the public task of supplying requested references.
- The Governors - to carry out our public task within the school and remain accountable to them for finance and personnel issues.

Artificial Intelligence

We use AI to help automate some of the manual tasks we need to complete. AI helps us with data driven decision making, repetitive and rule-based tasks, and predictive analytics. We do not routinely use personal data when using AI. If we do use personal data, we ensure a Data Protection Impact Assessment has been completed to identify any risks in the process for data subjects.

We do not allow our data to be used as part of the Large Learning Model powering the AI solution so that we can ensure any personal data remains within our control. No automated decisions are made using AI. Any AI outputs are verified by our school leaders to ensure accuracy and to identify bias.
No special category or sensitive data is used in AI activities. We have a policy in place and guidance for staff on how to use the technology safely and lawfully. This information is not shared with others and is purely for internal use. The school is the data controller, and the provider of AI technologies is the data processor.

Our legal basis for using personal data for this purpose is that it is a task in the public interest. Any information regarding the pupil will be retained in line with our statutory pupil record. No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

How long do we keep it?

All personal data is stored in line with the school's UK-GDPR Data Protection Policy. In accordance with the UK-GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected and in line with our Retention Policy.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Retention Policy which currently states that we will keep it for five years for reasons such as, fulfilling a reference request.

What are your rights?

Under data protection, Data Subjects have the right to request access to information about them that we hold. To make a request for your personal information, please contact the school.

You also have the right to:

- Be informed about how Hemington Primary School uses your personal data.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.
- Claim compensation for damages caused by a breach of the UK-GDPR.

Contact details

If you have a concern about the way Hemington Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the school or you can also contact:

Our Data Protection Officer
Manjit Heer
350 Loughborough Road
Leicester
LE4 5PJ
TEL: 0845 519 1772
EMAIL: info@dpoforschools.co.uk

You may also contact the ICO:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
They can be contacted on 0303 123 1113 Monday-Friday 9am-5pm.

Useful websites

www.ico.org.uk
In the search box at the top of the page type:

- UK-GDPR for schools
- Data Subject rights

www.gov.uk
In the search box at the top of the page type:

- UK-GDPR
- Security policy framework
- How we use your data
- School workforce census
- Data collection and censuses for schools
- Contact DfE

www.leicestershire.gov.uk
In the search box at the top of the page type:

- UK-GDPR
- Schools
- Education

Where can you find more information?

If you would like to find more information about how we and/or the DfE collect, use and store your personal data, please visit our website to download our UK-GDPR Data Protection Policy or request a copy from the school.