

# Privacy Notice for Staff



**WAKEFIELD METHODIST (VC)  
J, I & N SCHOOL  
WITH COMMUNICATION RESOURCE AND  
BEFORE AND AFTER SCHOOL CARE  
CLUB**

## **Privacy Notice for Staff**

### **How we use employee information**

Under data protection law, individuals have a right to be informed about how Wakefield Methodist J, I & N School use 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, Wakefield Methodist J,I & N School, are the 'data controller' for the purposes of data protection law. The school is registered as a data controller with the Information Commissioner's Office (ICO). Full details of our registration can be found at the ICO's register of data controllers.

### **The personal data we hold**

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:

- Personal information (such as name, employee or teacher number)
- 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, professional memberships and, where relevant, subjects taught
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Static and moving images (such as photographs and CCTV images captured in school)
- Data about your use of the school's information and communication systems

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 collect and use this information**

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

- Enable you to be paid
- 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 the development of a comprehensive picture of the workforce and how it is deployed
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

### **The lawful basis on which we use this information**

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 our use of your data.

### **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

### **Storing this information**

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.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Data Asset Retention and Destruction Schedule; copies can be found within the school's policy folder or requested from our data protection officer.

### **Who we share this information with**

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

- The Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education (DfE)
- Your family and representatives
- Our regulator, Ofsted
- Health authorities, health and social welfare organisations
- Police forces, courts, tribunals
- Educators and examining bodies
- Central and local government
- Our auditors, insurers, and legal advisors
- Financial organisations
- Professional advisors and consultants
- Charities and voluntary organisations
- Professional bodies
- Suppliers and service providers (to provide the service we have contracted them for)
- Survey and research organisations
- Security organisations

### **Why we share school workforce information**

We do not share your information with any third party without consent unless the law and our policies allow us to do so.

For example, we may disclose personal data to third parties:

- if we are under a duty to disclose or share personal data in order to comply with any legal obligation
- in order to enforce any agreements with you
- to protect the rights, property, or safety of the school, other employees, pupils or others

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

We share personal data with the Department for Education (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 employees with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### **Data collection requirements**

The DfE collects and processes personal data relating to those employed by schools 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/datacollection-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>

### **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.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- 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**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Data Protection Officer

Email: [dpo@methodist.wakefield.sch.uk](mailto:dpo@methodist.wakefield.sch.uk)

*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 Wakefield Methodist J,I & N School.*