

Braywood CE First School

GDPR Privacy Notice for Staff and Volunteers



Who processes your information?

Braywood CE First School is the data controller of the personal information you provide to us. This means the school determines the purpose for which, and the manner in which, any personal data relating to members of staff, Governors and volunteers is to be processed.

Our school holds the legal right to collect and use personal data relating to our staff, Governors and Volunteers. We may also receive information regarding staff from their previous employment, LA and/or the Department of Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and 9 of the General Data Protection Regulations 2018
- The Education (Supply of Information about the School Workforce) (No.2) (England) Regulations 2007

Which data is collected?

In accordance with the above, the personal data of our workforce is collected and used for the following reasons.

- personal information, such as name, address, employee or teacher number, including contact information, such as mobile phone numbers, email address, emergency contact details
- characteristic information, such as gender, age, ethnic group
- safeguarding information, such as DBS details, references, criminal convictions and cautions
- contract and payroll information, such as start dates, hours worked, post, roles and salary information, resignation letters, NI number, bank account details
- attendance information, such as dates, reasons, accidents
- qualifications and skills information, such as career history, skills, experience, training attended
- employment related information, such as discipline, grievance, capability, performance management

The personal data for Governors and volunteers less data is required. We collect and use contact, qualifications and skills, attendance and safeguarding information.

This list is not exhaustive, to access the current list of categories of information we process please see the website on <http://www.braywoodschool.co.uk>

Why do we collect and use your information?

Braywood collects and use pupil information, for the following purposes:

- For the school's strategic HR planning, for example manpower planning, training plans
- For recruitment of new staff, for example applicant details
- For individual employee HR administration, for example to enable salary payments and communication
- To comply with legislative requirement, for example safeguarding, equalities data
- To comply with health and safety requirements, for example accident / incident information
- To enable the school to engage the services of volunteers and governors at the school

Whilst the majority of data you provide to the school is mandatory, some is provided on a voluntary basis. We collect personal information via staff contract and information forms. Workforce data is essentially the school's / local authority's operational use. In order to comply with 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.

In some cases, your data will be outsourced to a third party processor; however since the introduction of GDPR, this will only be done with your consent unless the law required the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Braywood upholds are imposed on the processor.

How long is data stored for?

In accordance with the 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. These processes are outlined in our Data Asset Register which can be located on our website.

Will my data be shared?

Braywood will not share your personal information with a third party without your consent unless the law requires us to do so. Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- Local authority
- Department for Education (DfE)

The school shares information with:

- Local Authority (SIMS & Agresso)
- Department for Education (DfE)
- School VLE (eSchool)
- Staff Absence Insurers
- Security Company (if applicable)
- LA engaged Occupational Health company
- DBS Checking Service

The school is required to share information about our workforce members with our local authority under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

The Department of Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our workforce. The DfE has robust processes in place to ensure the confidentiality of any data shared from schools. Data is collected for the purpose of:

- conducting research and analysis
- producing statistics
- providing information, advice and guidance

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.

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>.

How do we store data?

We hold pupil data securely for the set amount of time shown in our Data Asset Register. For more information on our data retention schedule and how we keep your data safe, please visit our website under parents – data protection.

How do I request access to personal data?

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact

Helen Wakeman who acts as a representative for the school with regards to its data controller responsibilities can be contacted on braywood@rbwm.org.uk if you have any concerns.

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

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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, Susan Calvert.