



## **Privacy notice for the school workforce**

Whitley Park Primary and Nursery School is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about the school workforce and Governors, in accordance with Data Protection Act 2018 and GDPR regulations.

Whitley Park Primary and Nursery School is a data controller. This means that we are responsible for deciding how we hold and use information about the school workforce and Governors.

### **Privacy notice – how school workforce information is used.**

#### **What categories of information are processed?**

The categories of personal information that we process include the following:

- Personal information – e.g. name, employee or teacher number, National Insurance number
- Address, contact and next of kin details
- Relevant medical information
- Characteristics information – e.g. gender, age, ethnic group
- Contract information – e.g. start date, hours worked, post, roles, salary information and clearances
- Work absence information – e.g. number of absences and reasons for absence
- Professional details – training records, qualifications and, where relevant, the subjects taught

This list is not exhaustive.

#### **Why do we collect and use your information?**

We collect and use your information for the following reasons:

- To enable the development of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies
- To enable individuals to be paid

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of enabling individuals to be paid, in accordance with the legal basis of contract.

## **How do we collect your information?**

We collect your personal information via the following methods:

- Staff starter and contract forms
- Medication forms

Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. 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.

## **How do we store your information?**

Your personal information is retained in line with the school's Records Management guidelines, which can be found on the staff:I drive or are available from the School Business Manager at [admin@whitleypark.reading.sch.uk](mailto:admin@whitleypark.reading.sch.uk) .

## **Who do we share your information with?**

We routinely share your information with:

- The local authority
- The DfE
- Eduspot - Texting service to inform staff of closures to the site

## **Why do we share your information?**

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

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

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

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

## **How does the government use your data?**

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

- Informs the DfE's policy on pay and the monitoring of the effectiveness and diversity of the school workforce.
- Links to school funding and expenditure.
- Supports longer term research and monitoring of educational policy.

You can find more information about the data collection requirements placed on us by the DfE by following this link <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share your information with third parties who promote the education or wellbeing of pupils or the effective deployment of staff by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure that the confidentiality of personal information is maintained and there are controls in place regarding access to and use of the information. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the information?
- The purpose for which the information is required.
- The level and sensitivity of the information requested.
- The arrangements in place to securely store and handle the information.

To have access to school workforce information, organisations must comply with strict terms and conditions covering the confidentiality and handling of information, security arrangements and retention of the information.

### **How to find out what personal information the DfE holds about you**

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>

### **What are your rights?**

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it's inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we hold about you, please contact School Business Manager in the first instance at [admin@whitleypark.reading.sch.uk](mailto:admin@whitleypark.reading.sch.uk) or by phone 0118 937 5566. The Data Protection Officer is located off site at Judicium Consulting, 72 Cannon Street, London, EC4N 6AE, phone 020 73636 8403 or email [dataservices@judicium.com](mailto:dataservices@judicium.com).

If you are concerned about the way we are collecting or using your information, please raise your concern with the School Business Manager in the first instance at [admin@whitleypark.reading.sch.uk](mailto:admin@whitleypark.reading.sch.uk) or by phone 0118 937 5566. You can also contact the ICO at <https://ico.org.uk/concerns/>.

### **How to withdraw consent and lodge complaints**

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the School Business Manager in the first instance at [admin@whitleypark.reading.sch.uk](mailto:admin@whitleypark.reading.sch.uk) or by phone 0118 937 5566. The Data Protection Officer is located off site at Judicium Consulting, 72 Cannon Street, London, EC4N 6AE, phone 020 73636 8403 or email [dataservices@judicium.com](mailto:dataservices@judicium.com).

## How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact the School Business Manager in the first instance at [admin@whitleypark.reading.sch.uk](mailto:admin@whitleypark.reading.sch.uk) or by phone 0118 937 5566. The Data Protection Officer is located off site at Judicium Consulting, 72 Cannon Street, London, EC4N 6AE, phone 020 73636 8403 or email [dataservices@judicium.com](mailto:dataservices@judicium.com).

If you require further information about how we and/or the DfE store and use your personal data, please visit our website [www.whitleyparkprimaryschool.co.uk](http://www.whitleyparkprimaryschool.co.uk) or the Gov.UK [website](http://www.gov.uk).

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## Declaration

I declare that I understand:

- The categories of my personal information Whitley Park Primary and Nursery School collects and uses.
- The school has a lawful basis for collecting and using my personal information.
- The school shares my information with the DfE, LA and other stated organisations.
- The school does not share information about me with anyone without my consent, unless the law and our policies allow us to do so.
- My information is retained in line with the school's [Records Management Policy](#).
- My rights to the processing of my personal information.

**Name of staff member:** \_\_\_\_\_

**Signature of staff member:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## For school use only

Date privacy notice last updated:

\_\_\_13<sup>th</sup> October 2020\_\_\_