

## ST. JOHN'S C.E. PRIMARY SCHOOL FRIERN BARNET

### GDPR PRIVACY NOTICE FOR THE SCHOOL WORKFORCE

Schools are required to detail to staff how their personal data may be collected and used.

#### **The school workforce**

##### **Who processes your information?**

The school is the data controller of the personal information you provide to us. This means that it determines the purposes for which, and the manner in which, any personal data relating to staff is to be processed.

Adam Rynhold is currently the data protection officer (DPO). The DPO role is to oversee and monitor the school's data processing practices.

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

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

St. John's School has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- School Staffing (England) Regulations 2009 (as amended)
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

Staff members' personal data is also processed to assist in the running of the school, and to enable individuals to be paid.

##### **Which data is collected?**

Any list is only intended to give an indication of the most common categories and not be a complete and final list. The personal data the school will collect from the school workforce includes the following:

- Names, addresses and contact information
- National insurance numbers
- Characteristics such as ethnic group, sexuality, religion
- Employment contracts and employment history

- Professional records e.g. employment history, taxation and national insurance records, appraisal records and references
- Remuneration details
- Qualifications
- Absence information
- Medical Information

The collection of personal information will benefit both the DfE and LA by:

- Improving the management of workforce data across the sector
- Enabling the development of a comprehensive picture of the workforce and how it is deployed
- Informing the development of recruitment and retention policies
- Allowing better financial modelling and planning
- Enabling ethnicity and disability monitoring
- Supporting the work of the school teachers' review body

### **Will your personal data be sought from third parties?**

Staff members' personal data is only sought from the data subject. No third parties will be contacted to obtain staff members' personal data without the data subject's consent. With consent personal data may be obtained and processed from third parties where the law requires the school to do so, e.g. medical records from a GP if you were seeking retirement on grounds of ill-health.

### **How is your information shared?**

We will not share your personal information with any third parties without your consent, unless the law allows us to do so except where we are required, by law, to pass on some personal information to our LA and the DfE.

### **How long is your data retained for?**

Staff members' personal data is retained in line with St. John's School's Records Management Policy. Personal information and data will only be retained for as long as is necessary to fulfil the purposes for which it was processed and it will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please refer to our Records Management Policy.

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

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that the school holds
- Request that your personal data is amended
- Request that your personal data is erased
- Request that the processing of your data is restricted

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent. Staff members also have the right to lodge a

complaint with the Information Commissioner's Office (ICO) in relation to how St. John's School processes their personal data.

**How can you find out more information?**

If you require further information about how we and/or the DfE store and use your personal data, please visit our school website, the Gov.UK website, or refer to our GDPR Data Protection Policy and Records Management Policy.

**Ratified: Autumn 2022**

**Review Date: Autumn 2025**

**EMPLOYEE DECLARATION**

I, ..... (name of staff member), declare that I understand:

- St. John's School has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements
- There may be consequences if I fail to provide the personal data St. John's School requires
- St. John's School may share my data with the DfE, and the LA
- St. John's School will not share my data to any other third parties without my consent, unless the law requires the school to do so
- The nature and personal categories of this data, and where the personal data originates from when my data is obtained from third parties
- My data is retained in line with St. John's School's Records Management Policy
- My rights to the processing of my personal data

**Name of staff member:**

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**Signature of staff member:**

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**Date:**

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