Hunwick Primary School

Privacy Notice for School Workforce

Hunwick School is a maintained primary and nursery school for children aged 2 – 11 years old. Our local authority is Durham County Council.

For the purposes of data protection, Hunwick Primary School is the data controller for your information and our Data Protection Officer is Mr S Joyce.

What type of information do we collect and how do we collect it?

We collect the following types of information...

- Personal information (such as name, employee or teacher number, national insurance number, DBS information)
- Special categories of data including characteristics information (such as gender, age, ethnic group)
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)
- Relevant medical information (such as details of emergency medication required)

We use the following methods to collect the information...

- Information provided by the local authority or government departments
- Collected through data collection forms and application forms

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.

Why do we collect and use this information

We use the workforce information to...

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body
- ensure the suitability of the person for the role they are employed to do

What is the lawful basis on which we use this information

Lawful Basis (Article 6)

When we collect and use your personal information we rely on one of the following...

- Consent: You or a legal representative have given consent.
- Contract: You have entered a contract with us.
- Legal obligation: it is necessary to meet a legal obligation
- Vital Interests: it is necessary to protect someone in an emergency

Special Category Data (Article 9)

When we collect special category personal information we rely on one of the following...

- Comply with a law
- Archiving, Research or Statistical Purposes: We use it for archiving, research, or statistical purposes

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

How long is information stored for?

Personal data relating to pupils and their families is stored in line with the school's published Data Retention Policy.
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.

Who do we share information with and why?

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.

Where we share information with external service providers a risk assessment will be undertaken to ensure that they are compliant with data protection legislation and that we are confident that they will keep the data safe and process it in accordance with our policies.

We share data with several organisations in order to meet our requirements and carry out the essential work of the school. They are…

- the local authority (Durham County Council)
- the Department for Education
- Ofsted
- Police forces, courts, tribunals
- Capita Children Services (school management software)
- SchoolComms (Parent messaging and communication service)
- Kinetic Insight Ltd (Swimming management service. **For children attending swimming lessons*)
- 2 Simple Software (2 Build a Profile curriculum assessment software for EYFS)
- Speech Link Multimedia (Help with speech and language in the classroom)
- Renaissance Learning (Staff account for cloud services)
- Rosetta Stone (Staff account for cloud services)
- Oxford University Press (Staff account for cloud services)
- Maths Circle Ltd (Staff account for cloud services)
- Sumdog Ltd

Some of the service providers that we use may process the data outside European Economic Area (EEA) however they are still subject to the same risk assessment procedure and we are confident that the information is safe. Where this is the case it is listed in our published list of data service providers.

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent

<u>Information Shared with DfE</u>

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) 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/data-collection-and-censuses-for-schools.

For more information about DfE'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

CCTV/Surveillance

We have a CCTV System installed outside of the school. This is in place for the purposes of monitoring building security and crime prevention and detection. The CCTV system is accessible by Senior Leadership, ICT Managers, Business Manager and Site Staff in the event of an incident or when an emergency school lockdown procedure is in place. Signs are displayed notifying you that CCTV is in operation. Images captured by CCTV will not be kept for longer than 14 days. However, on occasions there may be a need to keep images for longer if a crime is being investigated or in the event of safeguarding or child protection purposes.
We will only disclose images and audio to other authorised bodies who intend to use it for the purposes stated above. Images and audio will not be released to the media for entertainment purposes or placed on the internet for public viewing.
We operate CCTV and disclose in accordance with the codes of practice issued by the Information Commissioner.

How can you contact us or find more information?

For more information you can contact the school office or the data protection officer using the details below…

Data Protection Officer
Hunwick Primary School
Church Lane
Hunwick
Durham
DL15 0JX

Tel: 01388 602150
Email: dpo@hunwickprimaryschool.org.uk

We also have a web page with all of our data protection and privacy documents on. You can access this by visiting http://hunwickprimary.org.uk/privacy.

What are your Information Rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data;
- to object to processing; and
- to request your data to be ported (data portability).

To exercise any of these rights please contact the school in the first instance.
You also have the right to request a copy of the personal information school holds about you. To do this, you contact the school.

To learn more about these rights please see the ICO website https://ico.org.uk/for-the-public/.

If something goes wrong with your personal information, or you have questions about how we use it, please contact the school.

If we have not been able to deal with your complaint, you can also contact the ICO
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113 (local rate) or 01625 545 745
Fax: 01625 524 510