S.Anselm's
Prep School
Peak District

S. ANSELM'S SCHOOL - EMPLOYEE PRIVACY NOTICE

HOW WE USE EMPLOYEE INFORMATION?

We collect and use employee information under the principle of the General Data Protection Regulations (GDPR) which states that data is used for "specified, explicit and legitimate purposes". The categories of school workforce information that we collect, process, hold and share include:

- Personal information (such as name, employee or teacher number, national insurance number)
- Special categories of data including characteristics information such as gender, age, ethnic group, religious beliefs
- 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)
- ID Verification documents (Right to Work in UK)
- Information about criminal convictions and offences

WHY WE COLLECT AND USE THIS INFORMATION

We use school workforce data 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
- Ascertaining your fitness to work
- Complying with a legal obligation
- Complying with H&S obligations

THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We lawfully process this information to:

- Enable the performance of the employment contract, e.g. to pay salaries or make pension contributions
- Perform legitimate interests of the employer, e.g. for administrative purposes

- Process personal data to comply with legal obligation to disclose employee salary details to HMRC
- Comply with a legal obligation, e.g. under the public-sector equality duty

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

Please see The Schools Data Retention Policy for details of retention periods for employee information.

WHO WE SHARE THIS INFORMATION WITH

We routinely share this information with:

- The Department for Education (DfE)
- The Local Authority
- Our HR provider
- Our payroll provider
- Personnel Checks (DBS)

WHY WE SHARE SCHOOL WORKFORCE INFORMATION

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

Local Authority

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

Department for Education (DfE)

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 pupils 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/data-collection-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
- 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

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please submit a request in writing, either by letter or email to the Data Protection Officer (contact details below). Including:

- Name of individual
- Details of the information requested

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
- Claim compensation for damages caused by a breach of the Data Protection regulations

Individuals have the right to complain about the way in which an organisation processes their personal data. This is the first stage, before the Information Commissioner will consider a personal data complaint. Please see our Complaints Policy for further information. Our Complaints Policy can be found on our website.

There is also a right to make a complaint to the Information Commissioner, but complaints should be raised with us first by contacting the school at office@anselms.co.uk

We will acknowledge your complaint within 30 days and respond without undue delay.

The ICO is contactable at:
www.ico.org.uk
Wycliffe House Water Lane, Wilmslow, Cheshire. SK9 5AF Telephone: 0303 123 1113

FURTHER INFORMATION
If you would like to discuss anything in this privacy notice, please contact:

WNTAI Services Ltd (DPO)
Email dpo@wntai.co.uk or
c/o S. Anselm's School, Stanedge Road, Bakewell, Derbyshire DE45 1DP