

PRIVACY NOTICE

for

GOUDHURST & KILNDOWN CHURCH OF ENGLAND PRIMARY SCHOOL

Privacy Notice for the School Workforce employed or otherwise engaged to work at our School

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Goudhurst & Kilndown Church of England Primary School collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as '**data controller**' of that personal information for the purposes of those laws.

The Personal Information we collect and use

Information collected by us

- 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 employment records, including work history, job titles, working hours, training records and professional memberships
- Recruitment information, including copies of right to work documentation, references and other information included in an application form or cover letter or as part of the application process
- personal contact information (such as address, phone numbers and e mails and emergency / next of kin contact details)
- bank details and tax status information (including where applicable, IR35) for payroll purposes
- copy of driving licence, car insurance and MOT documents
- Outcomes of any disciplinary and/or grievance procedures
- Photographs for ID Badges / Staff Photo Boards / Website
- Teacher status regarding Prohibition from Teaching
- DBS Check Status
- Relevant Medical Information
- Specific disability information
- Personal information applicable to the Disqualification under the Childcare Act 2006- Self-Declaration

How we use your personal information

We use your personal information to:

- Develop a comprehensive picture of the workforce and how it is deployed
- Inform national workforce policy, monitoring and development
- support effective performance management procedures
- inform the development of recruitment and retention policies
- enable individuals to be paid through our payroll service and correct amounts of National Insurance and Tax to be paid to HMRC
- support pension payments and contributions
- enable leave payments (such as sickness and maternity leave)
- to enable staff to be reimbursed for business mileage expenses
- inform financial audits of the school
- enable sickness absence monitoring and support employees in returning to work
- to enable contact with the employees (for instance via the texting services in an emergency closure situation)
- to enable contact with the employees' family / next of kin in an emergency situation
- fulfil our Duty of Care towards our staff as an employer
- to establish the identity of employees prior to commencing work in order to comply with Safeguarding and Child Protection Legislation and to check their legal right to work in the UK
- to enable staff to occasionally transport children to offset events in their own vehicles
- to ensure employees are appropriately qualified for their role
- to ensure compliance with the Childcare Act 2006 relating to disqualification from caring for children as part of our safeguarding obligations towards pupils
- to undertake an enhanced Disclosure and Barring Service as part of our safeguarding obligations towards pupils
- to ensure Teaching staff are not prohibited from Teaching as part of our safeguarding obligations towards pupils
- to enable a photographic ID badge to be made
- to comply with HMRC IR35 Intermediaries legislation where appropriate
- to provide recruitment and workforce equality information for the Local Authority as the employer

How long your personal data will be kept

We will hold your personal information for 6 years in line with KCC's personnel retention record keeping guidelines (available on the School Website)

The lawful basis on which we process your personal information

We process this information under:

- **Article 6(1)(b)** processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- **Article 9(2)(b)** processing is necessary for the purpose of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment

and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

- Under the **Education Act 1996** the DfE has a legal basis to collect data for its own purposes, The School Workforce Census introduced in 2010 is a Statutory requirement for all Schools and collects data on the School Workforce
<https://www.gov.uk/government/publications/school-workforce-census-2017-guides>

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Reasons we can collect and use your personal information

We rely on having a legitimate reason as your employer to collect and use your personal information, and to comply with our statutory obligations, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

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

Who we share your personal information with

- Department for Education (DfE)
- Kent County Council Management Information
- Kent County Council Schools Financial Services
- Commissioned providers of personnel and payroll services: KCC Schools Personnel Service; KCC Schools Personnel Intepay Payroll Service

We will share personal information with law enforcement or other authorities if required by applicable law.

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.

The DfE 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 DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases 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: and
- the arrangements in place to 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.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Your Rights

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (**Subject Access Requests**)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

Who to Contact and Where to go for Further Information

To exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for, please contact:

School Contact: To make a request for your personal information, or be given access to your personnel record, contact the School Office.

Goudhurst & Kilndown Church of England Primary School

Beaman Close
Cranbrook Road
Goudhurst
Kent
TN17 1DZ
Tel. 01580 211365
e. office@goudhurst-kilndown.kent.sch.uk

If you would like to get a copy of the information about you that **Kent County Council** shares with the DfE or how they use your information, please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is **the Information Commissioner** who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>

For further information about how the Department for Education uses your information:

To find out more about the staff information we share with the DfE, for the purpose of data collections, go to <https://www.gov.uk/education/school-workforce-censuses>

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact DfE: <https://www.gov.uk/contact-dfe>

Data Protection Officer

The appointed Data Protection Officer for Goudhurst & Kilndown Church of England Primary School is:

Satswana Ltd

e. info@satswana.com

tel. 01252 516898

Registered Office:

Pembroke House, St Christopher's Place, Farnborough, Hampshire, GU14 0NH.