



## **WORKFORCE PRIVACY NOTICE:**

### **GENERAL DATA PROTECTION REGULATION (GDPR)**

#### **What is the purpose of this Notice?**

This is our school's Privacy Notice which is intended to provide you with information about how and why we process your information. It is also intended to provide you with other information which is required under the General Data Protection Regulation (GDPR). The GDPR is a piece of legislation which contains the key laws relating to data protection.

It is important to the school, and a legal requirement, that we are transparent about how we process your information. As a school that processes personal information, we are known as a "data controller". This means that we collect and use personal information for specified purposes which this Privacy Notice has been designed to tell you about.

#### **The Data Protection Officer**

This privacy notice explains how we collect, store and use personal data about staff members. We, Read Academy are the 'data controller' for the purposes of data protection law. Our data protection officer is Mr Gulam Abbas Hussain (Headteacher).

The DPO is responsible for dealing with data protection issues within the school and you can contact the DPO should you wish to discuss any issues or concerns that you have about data protection.

#### **What personal information do we collect?**

We hold personal data about staff to support their employment and professional development and to assess how the school is performing. We may also receive data about staff from previous employers, HR and occupational health workers.

Personal data that we may collect, use, store and share (when appropriate) about staff includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Professional development records
- Bank details
- Maternity/paternity pay information
- Health information
- Performance management documentation
- Characteristics, such as ethnic background, disability etc
- Sickness absence records
- Details of any professional support received
- Photographs/videos



## **What is the purpose of us collecting your personal information?**

We use this data to:

- Support you in your professional roles
- Monitor and report on school improvement and self-evaluation
- Provide appropriate pastoral care
- Protect pupil welfare
- Ensure that the information we hold about you is kept up to date
- To share with agencies such as payroll and pensions

## **Our legal basis for using this data**

We collect and use personal data on the basis of performing a public task (educating children). On some occasions we may ask for consent to process data when its use is optional. On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

## **Collecting this information**

We collect data from application forms, paper forms, online information, communication with yourself, information received from a third party (eg. referees, colleagues, agencies)

## **How we store this data**

We keep personal information about staff while they are working at our school. We may also keep it beyond their time at our school if this is necessary in order to comply with our legal obligations.

We will only retain the data we collect for as long as is necessary. This would be to satisfy the purpose for which it has been collected in accordance with our data retention policy.

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data.



## How long we keep your data for

*This ranges from months for some records to decades for more sensitive records.*

For example

- applications for recruitment will be kept for 1 year,
- your personnel record will be maintained for 25 years after you leave employment

## Data sharing

We may share your personal information where we have a statutory obligation to do so, such as for the purposes of the prevention or detection of crime, for legal proceedings, or where you have requested us to share information, such as childcare vouchers, pensions, mortgage applications etc.

Some examples of who we share information with include:-

- HMRC (Her Majesty's Revenue & Customs)
- DBS (Disclosure & Barring Service)
- Pensions schemes

If you would like confirmation of who we share information with, please contact us.

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

## Your information rights

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

- Have any inaccuracies corrected;
- Have your personal data erased;
- Place a restriction on our processing of your data;
- Object to processing; and
- Request your data to be ported (data portability).



## Other rights

Individuals have rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

If you want to exercise any of the above rights, please contact the Head Teacher in writing.

You also have the right to request a copy of the personal information that the school holds about you. To do this, please ask the DPO (Mr Gulam Abbas Hussain).

If something goes wrong with your personal information, or you have questions about how we use it, please contact Mr Gulam Abbas Hussain (the Data Protection Officer)

If we have not been able to deal with your complaint, you can also contact the Information Commissioner's Office.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the data protection officer (Mr Gulam Abbas Hussain).



### **Contact**

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the Headteacher in the first instance. The headteacher and the data protection team will oversee compliance with data protection and this privacy notice.

### **Changes to This Privacy Notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.