



A SPECIALIST COLLEGE FOR
COMMUNICATION AND INTERACTION

Privacy notice for the school workforce

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, **Corbets Tey School Harwood Hall Lane, Upminster, Essex, RM14 2YQ** are the 'data controller' for the purposes of data protection law.

Our data protection officer is:

Christine MacPherson who can be contacted at dpo@corbetstey.havering.sch.uk

The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of passport (to evidence right to work in the UK)
- Copy of driving license
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid accurately and in a timely manner
- Safeguard your wellbeing in school
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector

Our legal basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

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.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

Personal data is stored in line with our Data Protection Policy.

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with the record retention schedule for schools as published by the Information & Records Management Society which may be accessed at the following web address:

<http://irms.org.uk/page/SchoolsToolkit>

This schedule sets out how long we keep information about staff.

Data sharing

We do not share information about you with any third party without consent unless the law and our policies allow us to do so. Where it is legally required or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns, internal audit, school workforce census, Educational HR, payroll services, training and staff development services, to support staff CPD.
- The Department for Education
- Your family or representatives - to meet our duty of care obligations.
- Educators and examining bodies - to meet our legal obligations and to carry out our public task of educating our pupils and support staff CPD
- Our regulator, Ofsted - to meet our legal obligations and to carry out our public task of educating our pupils
- Suppliers and service providers – to enable them to provide the service we have contracted them for such as to enable processing of payments in school, provide payroll services, facilitate educational visits, insurance providers, software and network support.
- Survey and research organisations where there is a statutory obligation or as part of carrying out our public task of educating our pupils
- Trade Unions and associations to meet statutory obligations.
- Employment and recruitment agencies to meet safer recruitment requirements.
- Health authorities to meet our legal obligations and carry out our public task of educating and safeguarding our pupils.
- Health and social welfare organisations to meet our legal obligations and carry out our public task of educating and safeguarding our pupils.
- Professional advisers and consultants to meet our legal obligations and carry out our public task of educating and safeguarding our pupils.
- Police forces, courts, tribunals - to meet our legal obligations and carry out our public task of educating and safeguarding our pupils
- Professional bodies - to meet our legal obligations and carry out our public task of educating and safeguarding our pupils

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights - How to access personal information we hold about you

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form



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You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer, **Christine MacPherson** by email at **dpo@corbetstey.havering.sch.uk**

Other rights

Under data protection law, individuals have certain 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

To exercise any of these rights, please contact our data protection officer, **Christine MacPherson** by email at **dpo@corbetstey.havering.sch.uk**

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 our data protection officer **Christine MacPherson** by email at **dpo@corbetstey.havering.sch.uk**

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer, **Christine MacPherson** by email at **dpo@corbetstey.havering.sch.uk**

This notice is based on the [Department for Education's model privacy notice](#) for the school workforce amended to reflect the way we use data in this school.



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