



Privacy notice for the school workforce

1. Introduction

Under data protection law, individuals have a right to be informed about how our 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

2. 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 licence
- Data about your use of the school's information and communications system
- Photographs for a specific teaching and learning purpose

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Race, ethnicity, religious beliefs and sexual orientation
- Health, including any medical conditions, and sickness records
- Photographs and CCTV images captured in school
- Trade union membership

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

3. Why we use this data

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

- a) Enable you to be paid accurately and in a timely manner
- b) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- c) Support effective performance management
- d) Inform our recruitment and retention policies
- e) Allow better financial modelling and planning
- f) Improve the management of workforce data across the sector
- g) Enable equalities monitoring
- h) To support students learning

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

4. Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- For the purposes of a), in accordance with the ‘contract’ basis – we need to process personal data to fulfil a contract with you or to help you enter into a contract with us.
- For the purposes of b), in accordance with the ‘public task’ basis – we need to process data to fulfil our statutory function as a school as set out here:
 - Education Act 2002
 - School Staffing (England) Regulations 2009
 - Teachers’ Disciplinary (England) Regulations 2012
 - Education and Skills Act 2008
- For the purposes of c), d), e) and f), in accordance with the ‘legitimate interests’ basis – where there’s a minimal privacy impact and we have a compelling reason, including:
 - For internal administrative processes relating to employees
 - To meet internal and external corporate governance or related legal compliance requirements
 - To meet the needs of our students and prepare accessible resources for events
- For the purposes of g), in accordance with the ‘consent’ basis – we will obtain consent from you to use your personal data.

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.

4.1 Our basis for using special category data

For ‘special category’ data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual’s vital interests (i.e. protect your life or someone else’s life), in situations where you’re physically or legally incapable of giving consent

- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

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

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

6. How we store this data

We keep personal information about you while you work at our school. We may also keep it beyond your employment at our school if this is necessary. Personal data is stored in accordance with our Data Protection Policy.

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>

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

7. Who we share data with

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

7.1 Transferring data internationally

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

8. Your rights

8.1 How to access personal information we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- 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
- 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

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 us (see 'Contact us' below).

8.2 Other rights regarding your data

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

9. 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/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

Our data protection officer is **Christine MacPherson**, who can be contacted by email at dpo@corbetstey.havering.sch.uk

However, our data protection lead has day-to-day responsibility for data protection issues in our school.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the School Business Manager, Catherine Proctor by email at office@corbetstey.havering.sch.uk

Consent form for using staff images

To all members of staff:

At Corbets Tey School, we would like seek your consent for some of the ways we take and use your photo. Using your photo helps us to show members of the school community who works here.

We would like your consent in order to take and use your photo in the ways described below. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

Please tick the relevant boxes below to indicate your consent, sign and return this form to school.

Use of personal data	Tick (✓)
I give consent for the school to use film of me teaching / working with students for training purposes	
I give consent for the school to share my photo for use in the media	
I give consent for the school to use my photo next to my name on our 'Meet our Staff' display board.*	
I give consent for for the school to use my photo on social media .	
I give consent for the school to use my photo on the school website .	
I give consent for my name to be published on the school website	
I give consent for my role to be published on the school website	
I give consent for my school email address to be published on the school website	
I give consent for my mobile number to be published on the school website	

****We will use your photo to support teaching and learning at the school and to ensure accessibility in teaching and learning resources***

If you change your mind at any time, you can let us know by emailing the HR Officer: hr@corbetstey.havering.sch.uk. If you have any other questions, please get in touch.

Staff member name: _____

Staff member signature: _____ Date: _____