

# Charnwood Primary School



## **PRIVACY NOTICE**

Employees, Self-employed Staff and/or Consultants,  
Governors, Volunteers and Placement Students.

**YOUR DATA MATTERS**

# PRIVACY NOTICE YOUR DATA MATTERS

## 1 INTRODUCTION

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This privacy notice advises employees, workers, self-employed staff and/or consultants, governors and volunteers of the school's data protection responsibilities on the collection and processing of their personal information.

Charnwood Primary School collects and process your personal data to assist in the running of the school and to manage the employment relationship of, or otherwise manage, those who are engaged to work or perform services for us.

We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

We are required to explain how and why we collect such data and what we do with that information. This notice will also provide information as to what you can do about your personal information that is held and processed with us. Charnwood Primary School, respects your need for privacy and protect any personal information, including but not limited to any 'personal data' defined in the General Data Protection Regulation 2016 that you share with us. Our practice with respect to use your personal information is as set forth below in this privacy policy.

## 2 WHAT WE NEED

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Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed.

Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

The personal data we hold regarding you can include, but is not limited to, information such as:

- Your name and address.
- Email address and telephone number.
- Date of birth.
- Gender.
- Marital status.
- Emergency contacts.
- Your nationality and entitlement to work in the UK.
- Bank details.
- National insurance number.
- Your employment contract(s).
- Salary and benefits.
- Pension details and insurance cover.
- Your hours and days of work.
- Details of periods of leave taken by you, such as holiday, sickness, maternity/paternity leave or other leave and the reasons.
- Qualifications and skills.

- Work experience and employment history.
- Information about your criminal record.
- Your disciplinary or grievance records.
- Appraisals and related correspondence.
- Details of medical or health conditions.
- Disability status.
- Records of any reasonable adjustments.
- Equal opportunities monitoring information.

### 3 WHY WE NEED IT

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We process data relating to those we employ to work at, or otherwise engage to work or support the school. We collect and use personal data in order to meet legal requirements set out in Article 6 and Article 9 of the GDPR, UK employment law and to keep our pupils safe.

There are several reasons why we hold, process and share individual's personal data, the lawful reasons for processing personal data include:

- Consent.
- For the performance of a contract.
- To comply with a legal obligation.
- To protect the vital interests of the individual or another person.
- For a task carried out in the public interest.
- For a legitimate interest of the school or one of the organisations it shares data with (e.g. legal adviser) except where those rights are overridden by the interests or fundamental rights and freedoms of the data subject which require protection.

Sometimes the handling of your personal data falls within several of the above lawful grounds. The purpose of processing this data is to assist in the running of the school, including to:

- Enable individuals to be paid.
- Facilitate safe recruitment.
- Support the effective performance management of staff.
- Improve the management of workforce data across the sector.
- Improve the management of workforce data across the sector.
- Inform our recruitment and retention policies.
- Allow better financial modelling and planning.
- Enable ethnicity and disability monitoring.
- Support the work of the School Teachers' Review Body.

### 4 WHAT WE DO WITH IT

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Your personal data may be shared internally with other members of staff in order for them to perform their roles. This can include sharing personal data with the senior leadership team, governors, trustees, HR (including payroll), your line manager, managers and ICT staff. We may also share your personal data with third parties. This can include when obtaining background checks as part of safer recruitment guidelines, pre-

employment references and criminal records checks from the DBS

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. The staff files are kept within a locked cupboard. You are able to have access to your file at any time to ensure that all information about you is up to date.

We do not share information about you with any third party without your 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 but not restricted to:

**Our local authority** – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about head teacher performance and staff dismissals

**The Department for Education** - to meet our legal obligations to share information linked to performance data.

**Your family or representatives** - to carry out our public task in the event of an emergency.

**Other staff members** - to carry out our public tasks, for example having access to your school email address so that information can be shared effectively.

**Our regulator Ofsted**, in order to comply with our public task.

**Suppliers and service providers** – to enable them to provide the service we have contracted them for, such as payroll.

**Central and local government** to complete the legal obligation for things such as the workforce census.

**Auditors** - coming under a legal obligation, we may be asked from auditors about financial information relating to the school.

**Survey and research organisations**- to meet our legal obligation in relation to 'freedom of information' requests.

**Trade unions and associations**- to carry out our public task in light of any key discussions within school linked to disciplinary/capability procedures or for events such as redundancy.

**Security organisations** - in order to keep our school secure and under the lawful basis of public task, we pass on certain staff member information so that they can be contacted if necessary (such as the caretaker).

**Health and social welfare organisations** to carry out our public task in line with our attendance management policy with organisations such as occupational health.

**Police forces, courts, tribunals** - to meet our legal obligations to share certain information with it, such as safeguarding concerns or to carry out our public task in relation to a tribunal.

**Employment and recruitment agencies** - to meet the public task of supplying requested references.

**The governors** - to carry out our public task within the school and remain accountable to them for finance and personnel issues.

How long do we keep it?



All Personal data is stored in line with the school's GDPR Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected and line with our retention statement.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our retention policy, which currently states that we will keep it for seven years for reasons such as, fulfilling a reference request.

## 5 WHAT ARE YOUR RIGHTS?

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Under data protection, data subjects have the right to request access to information about them that we hold. To make a request for your personal information, contact the Data Controller:

Ms. N Jassat (Head teacher)  
Charnwood Primary School  
Nedham Street  
Leicester  
LE2 0HE

You also have the right to:

- Be informed about how Charnwood Primary School uses your personal data.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.
- Claim compensation for damages caused by a breach of the GDPR

## 6 CONTACT DETAILS AND USEFUL WEBSITES

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If you have a concern about the way Charnwood Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the school or you can also contact:

School's Data Protection Officer  
Manjit Heer  
350 Loughborough Road  
Leicester  
LE4 5PJ  
TEL: 0845 519 1772  
EMAIL: [info@dpoforschools.co.uk](mailto:info@dpoforschools.co.uk)

You may also contact the ICO.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

They can be contacted on 0303 123 1113 Monday-Friday 9am-5pm.

Useful Websites

[www.ico.org.uk](http://www.ico.org.uk)

In the search box type at the top of the page type:

- GDPR for schools
- Data Subject rights

[www.gov.uk](http://www.gov.uk)

In the search box type at the top of the page type:

- GDPR
- Security policy framework
- How we use your data
- School workforce census
- Data collection and censuses for schools
- Contact DfE

[www.leicester.gov.uk](http://www.leicester.gov.uk)

In the search box type at the top of the page type:

- GDPR
- Schools
- Education

## 7 WHERE CAN YOU FIND OUT MORE INFORMATION?

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If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website Charnwood Primary School to download our GDPR Data Protection Policy or request a copy from the school.