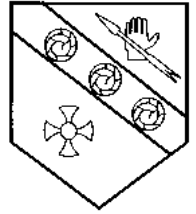


St. Hild's College CE Primary School

Privacy notice for Staff



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 staff at our school.

We, St Hild's College CE Aided Primary School, are the 'data controller' for the purposes of data protection law.

We have an identified member of staff who is our Data Protection Officer (DPO) in school.

1. Who we are and what we do

We are St Hild's College CE Aided Primary School, Renny's Lane, Gilesgate Moor, Durham, DH1 2HZ.

We are a maintained primary school for children aged 2 – 11 years old. Our local authority is Durham County Council.

2. The personal data we collect and hold

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, National Insurance number and tax status information
- Next of kin and emergency contact numbers
- Bank details, salary, payroll records, pension and benefits 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
- Disclosure and Barring Information
- 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
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Details of any support received, including care packages, plans and support providers

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:

- Any health conditions you have that we need to be aware of, including physical and mental health, and sickness records
- Photographs and images captured in school
- Race, marital status, gender, ethnicity, religious beliefs and sexual orientation
- Trade union membership

We may also hold data about you that we have received from other organisations, including other schools and social services.

3. Why we use this data

We use the data listed above to:

- a. Keep you informed about the running of the school (such as emergency closures)
- b. Facilitate safe recruitment, as part of our safeguarding obligations towards pupils in order to protect pupil welfare
- c. Support effective performance management and support the work of the School Teachers' Review Body
- d. Inform our recruitment and retention policies
- e. Allow better financial modelling and planning
- f. Enable ethnicity and disability monitoring
- g. Improve the management of workforce data across the sector
- h. Enable you to be paid
- i. Assess the quality of our services
- j. Carry out research
- k. Comply with our legal and statutory obligations

4. Our legal basis for using this data

We collect and use personal data on the basis of performing a public task (educating children).

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

- For the purposes of 3a, 3b, 3d, 3e, 3g, 3h, 3i and 3k above in accordance with the 'public task' basis we need to process data to fulfil our statutory functions as a school.
- For the purposes of 3c and 3f above in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law.
- For the purposes of 3a and 3h above in accordance with the 'consent' basis – we will obtain consent from you to use your personal data if using your contact details for marketing or promotion purposes and any online payment systems.
- For the purposes of 3a and 3b above, in accordance with the 'vital interests' basis – we will use this personal data in a life-or-death situation.

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 would 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 are 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 staff 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 staff for the duration of their contact of employment at our school. We may also keep it beyond their contact of employment 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. Please speak to the DPO or Head Teacher if you would like further details on this policy.

The security of data and information is important to us. This is why we follow a range of appropriate security policies and procedures to control and safeguard access to and use of your personal information to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. This includes both physical and technical security and integrity of all data. We will dispose of your personal data securely when we no longer need it.

7. 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
- Government departments or agencies
- Our regulator, Ofsted
- Suppliers and service providers
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

7.1 Transferring data internationally

We may share personal information about you with international third parties outside of the European Economic Area, where different data protection legislation applies.

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.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

8. Your Rights

8.1 How to access personal information that 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, 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.

To make a subject access request, please contact us. This request should be made in writing or by e-mail to The Chair of the Governing Body at the above address or sthilds@durhamlearning.net The school will respond within a 30 school day timescale.

8.2 Your 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 if it would cause, or is causing, damage or distress

- 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. This request should be made in writing or by e-mail to The Chair of the Governing Body at the above address or sthilds@durhamlearning.net The school will respond within a 30 school day timescale.

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 if you 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 using the details specified in section 10.

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

10. Contact us

If you have any questions or concerns or if you would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Data Protection Officer

St Hild's College CE Aided Primary School

Renny's Lane

Gilesgate Moor

Durham

DH1 2HZ

Tel: 0191 3847451

email: sthilds@durhamlearning.net