

Privacy Notice - Staff

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' 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. It 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.

We, Pinner High School, Beaulieu Drive, HA5 1NB, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Judicium Consulting Limited (please see below for contact details).

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:

- Personal identifiers such as name, teacher reference number, contact and emergency contact details and preferences, date of birth, marital status and gender
- 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 provided as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, flexible working requests, training records and professional memberships
- DBS information to demonstrate compliance with Keeping Children Safe in Education (actual certificates are not retained) and a copy of identity information for processing DBS certification
- Performance information such as performance management records and outcomes of any disciplinary, capability and/or grievance procedures
- Absence records
- Accident reporting and records relating to accident/injury at work
- Photographs
- 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, for example:

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records
- Biometric data used as part of the school's cashless payment system

In many cases, you have the right to choose whether to share this sort of information with us. See further below on this.

Why we use this data

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

- Inform our recruitment and retention policies and decisions and to facilitate safe recruitment
- Determine your terms of employment, to deliver them and to enable you to be paid and receive relevant benefits
- Comply with employment law obligations
- Support effective performance management
- Allow financial management and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to, having regard to both data protection legislation and employment and trade union legislation which may be in force from time to time. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation, for example submission of school workforce census information to the Department for Education.
- 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, for example accessing staff benefits such as childcare vouchers or cashless school catering payments
- We need to protect your or someone else's vital 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 consent may be withdrawn.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

Workforce data is important for school operations and the fulfilment of its functions. We collect personal information about you from you, from referees you nominate during the recruitment process, from line management and job-related activities whilst you are employed in the school and from external relevant bodies such as pre-employment checking and regulatory bodies, payroll and pension providers, and tax authorities. While the majority of information we collect from or about you is routine and/or mandatory, there is some information that you can decline to provide.

Whenever we seek to collect information from you, we make it clear whether it is mandatory or optional.

How we store this data

We keep data securely for the time set out in our Records Management Policy which is available on request. Essentially, we keep information about you from the time you apply for a job with us, whilst you are employed at the school and for a limited time beyond your employment by the school, for practical reasons and in order to comply with our legal obligations.

We create and maintain a hard copy employment file for each staff member which is kept secure and maintained in our Human Resources department. We also store information electronically (for example on Sims). Electronic data may be saved on a cloud based system. We have been advised by and retain external IT advisers for the purposes of ensuring the efficiency and appropriate security of this.

Data sharing

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. Subject to this, we may share personal information about you with:

- Harrow Council - We are required to share information about our workforce members with our local authority under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- Department for Education - We are required to share information about our school employees with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- Trustees and Governors
- Educators and examining bodies
- Ofsted
- Payroll, taxation, pension, occupational health and HR providers and pre-employment check and regulatory agencies
- Suppliers and service providers
- Our auditors and insurers
- Professional bodies, advisers and consultants
- Police forces, courts, tribunals
- In certain situations, your family or representatives

Your rights regarding personal data

Under data protection legislation, you have the right to request access to information we hold about you. If you would like to make a request, please contact the Head teacher's PA, contact details below.

You also have 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.

Concerns and contacts

- To make a request to access your/your child's personal data, please contact the **Headteacher's PA**, (vfairweather@pinnerhighschool.org)
- If you have any queries, concerns or complaints, please contact our **Data Protection Officer, Judicium Consulting Limited, 72 Canon Street, London, EC4N 6AE**, dataservices@judicium.com, tel 0203 326 9174, lead contact Craig Stilwell
- If you remain concerned, you can contact the **Information Commissioner's Office**, (<https://ico.org.uk/concerns/>)