



Quadring Cowley and Brown's Primary School

Privacy Notice for School Workforce

Quadring Cowley and Brown's Primary School collects data and information about the staff in our school workforce so that we can operate effectively as a school. This privacy notice explains how and why we collect a school workforce personal data, what we do with it and what rights the school workforce have.

Privacy Notice (How we use school workforce information)

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 the school workforce (including employees, governors, volunteers and contractors).

We, Quadring Cowley and Brown's Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs Jane Devine (see 'Contact us' below).

The personal data we hold

The categories of your information that we may collect, process, hold and share (when appropriate) about you includes, but is not restricted to:

- personal information (such as name, date of birth, address and home contact details including email and telephone, marital status)
- special categories of data including characteristics information such as gender, ethnic group, religious beliefs
- contract information (such as employee or teacher number, start dates, hours worked)

Why we collect and use this information

- We use your data to: enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid

The lawful basis on which we process this information

We only collect and use your data when the law allows us to. Most commonly, we process it where it is necessary for:

- the performance of a contract or to enter into a contract
- compliance with a legal obligation
- the legitimate interests of the school
- to carry out obligations or exercise rights under employment law

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- the individual who the data is about has given personal consent
- to protect an individual's vital interests (this applies only in the cases of life or death)
- administering justice or for exercising statutory governmental or other public functions

Less commonly, we may also use personal information about you where it is necessary for:

- health/medical safeguards
- monitoring equal opportunities and the rights of individuals

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

When should this information be provided

We expect to be in receipt of your data before your contract begins. If you do not provide data relevant to statutory or contractual obligations and we cannot fulfil your contract you may not be able to take up your role.

Automated decision making

Employment decisions are not based on automated decision making.

Storing this information

We hold your data for the length of time you work at our school. We may also keep it beyond if this is necessary to comply with our legal obligations.

Who we share this information with

We routinely share this information with the following third parties. This data is shared via **our school management** systems where relevant the DfE's secure website:

- our local authority
- the Department for Education (DfE)
- we do not transfer our data outside of the European Economic Area (EEA)

Why we share school workforce information

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

Local authority

We are required to share information about you with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Head teacher.

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You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations
- object to the processing of your data where the school is relying on its legitimate interests as the legal grounds for processing.
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If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

You have the right to withdraw consent at any time; you can do this by contacting the school in writing.

Contact Us

If you would like to discuss anything in this privacy notice, please contact:

Data Controller: Quadring Cowley and Brown's Primary School, Church End, Quadring, Lincolnshire, PE11 4SQ

Tel: 01775 820302 Email: enquiries@quadringprimary.co.uk

Data Protection Officer: Mrs Jane Devine

Email: jane.devine@quadringprimary.co.uk