

HOLLYFAST PRIMARY SCHOOL



EMPLOYEE PRIVACY NOTICE 2024

Version	Date	Author	Changes
1.0	10.04.2024	SLT	

UK General Data Protection Regulation Employee Privacy Notice

1. Who processes your information?

The School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to employees is to be processed. Hollyfast Primary School, Hollyfast Road, Coundon, Coventry, CV6 2AH. [Tel:02476332521](tel:02476332521) Email: admin@hollyfast.coventry.sch.uk

SchoolPro TLC Limited acts as a representative in the form of Data Protection Officer for the school with regard to its data controller responsibilities; they can be contacted on or DPO@SchoolPro.uk. Their role is to oversee and monitor the school's data protection procedures and policies and to ensure they are compliant with the UK General Data Protection Regulation.

The school's registration as a data controller is **Z7906298**

2. Why do we collect and use your information?

The School holds the legal right to collect and use personal data relating to employees¹ and we may also receive information regarding them from their previous school, Local Authority and/or the Department of Education. We collect and use personal data in order to meet legal requirements and our public task duties set out in the UK GDPR and applicable domestic law, including those in relation to the following:

- Article 6 and Article 9 of the UK General Data Protection Regulation
- Education Act 1996
- The school will also store personnel records for employees in order to comply with the UK's Employment legislation.
- Equality Act 2010
- Receive references from previous employers
- School Staffing (England) Regulations 2009

We use employee data in order to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- check entitlement to work in the UK
- inform the development of recruitment and retention policies

¹ 'Employee' will include volunteers, agents and workers of the school who are given the responsibility of working with personal data in the school and provide their personal data in order to do so.

- enable individuals to be paid via BACs payments and deduct Tax and NI
- to carry out contractual obligations and issue contracts
- share data with HMRC and relevant pension providers of financial information
- To provide appropriate pastoral care
- To assess the quality of our service and conduct performance reviews
- To comply with the law regarding data sharing
- To safeguard pupils
- To comply with specific employment law requirements, including our obligations as an employer under employment protection and health and safety legislation, and under statutory codes of practice such as those issued by ACAS
- In the interests of ensuring equal opportunities and treatment

3. Which data is collected?

The categories of employee information that the school collects, holds and shares include the following:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information (such as health, religion, trade union and ethnicity)
- DBS information and right to work checks
- contract information (such as start dates, hours worked, post, roles and salary information)
- photographs for identification purposes
- work/sickness absence information (such as number of absences and reasons)
- CCTV
- voicemails
- qualifications /performance information/ appraisals/ disciplinarys

Whilst the majority of the personal data you provide to the school is a necessary for the fulfilling a contractual obligation, a legal requirement or public task requirement some personal information 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 well-informed information with regards to the reasons the data is being collected and how the data will be used; e.g. photographs to be used on the website.

As a school, we need to process **special category personal data** (eg concerning health, ethnicity, religion, sex, sexual orientation) and **criminal records information** about some individuals. We do so in accordance with applicable law. Where we collect special category data, we have a lawful basis under Article 9 (2) UK GDPR. For example, where we collect health data, we will collect this under a substantial public interest under Article 9 (2) (g) for employment reasons and we will have the appropriate policy document in place, Special Category Data Policy can be found on the website www.hollyfast.com

We may receive information regarding you directly from the Local Authority, HMRC, your trade union, recruitment and/or vetting agencies and previous place(s) of employment.

4. Who can access this data?

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect. The electronic data that we collect from you will be transferred to and stored by a processor who abides by a contractual agreement. Where the School uses a processor, the same data protection standards that the School upholds are imposed on the processor. Please see Appendix 1 below for more information.

The categories of people within the School who can access this data will depend on which data they are authorised to access. Members of School staff are limited to only the information they require to perform their duties. Access to electronic data will be password protected and hard copy files will be securely stored for authorised use.

5. How long is your data stored?

We retain personal data only for a legitimate and lawful reason and only for so long as necessary or required by law. Personal data relating to pupils, their families at the School is stored in line with the School's **Data Protection Policy** and **Record Retention Schedule**.

6. Will my information be shared?

The school routinely shares employee information under legal obligation and public task duty with:

•Local Authority

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

•Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment. We are required to share information about our school employees with our local authority (LA) and the Department for

Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

- Occupational health services <name specifically if used>
- Her Majesty's Revenue and Customs
- Payroll Coventry City Council
- Recruitment
- HR Provider Coventry City Council
- Pension services Coventry City Council
- Disclosure and Barring Service
- Department of Work and Pensions
- Court Services
- National Fraud Initiative
- Trade Unions
- We may need to share your data with an official authority such as the police for the prevention and detection of crime.

If our workforce fail to provide information to us then this may result in us being unable to perform the employment contract, or we may be prevented from complying with our legal obligations.

We do transfer your data outside the UK and EU/ for the purpose of providing [insert purpose].

7. What are your rights?

You have the right to:

- Be informed about how the School uses your personal data.
- Request access to the personal data that the School holds.
- Request that your personal data is amended if it is inaccurate or incomplete. If you believe that any information we are holding is incorrect or incomplete, please contact us and we will promptly correct your personal information found to be incorrect.
- 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.
- Request that your personal data is transferred to another controller in an electronic format.

- Where your data is processed by automated means, you have the right to request that this is completed with human intervention.

- 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.

Information Commissioner's Office (ICO)

If you have a concern about the way The School is collecting or using your personal data, you can raise a concern with School's Data Protection Officer with the details provided above or the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

8. What data is collected on this site?

Cookies Policy

The School is committed to providing you with the best online experience while visiting our website(s). As part of this process, we use standard third party cookies to collect data about your behaviour online while you are on our sites, and we also track information about the number of times our site is visited and the number of people who return to our site. We track all information as a whole and therefore we do not collect any personal information about you as an individual. Cookies are not computer programs and cannot contain viruses. For more information on how they work please follow this link: <https://www.cookie-law.org/the-cookie-law/>.

Our site does not use any invasive cookies on our site to collect your personal information. We use industry standard third party cookies to track your behaviour online and gain statistical information in the following ways:

How we use cookies

- We track the number of visits to our website, where each visitor came from (i.e. the site visited prior to coming to our sites) and where each visitor goes to from our site (the next site visited after ours).
- We store cookies on your **PC for no longer than 6 months**.
- If you share your computer, we advise that you select the 'Don't remember my details' option when you sign out of your account for your own account security. This will remove all details from the cookie. **When you visit our site, you can refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies.** However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.

9. Where can you find out more information?

If you would like to find out more information about how we use and store your personal data please visit our website and download our Data Protection Policy. Please also see websites listed below:

Department of Education

<https://www.gov.uk/education>

Cookies

<http://www.aboutcookies.org/>

ICO

Concerns: <https://ico.org.uk/concerns/>

10. Changes to our privacy policy

We keep our privacy policy under review and we will place any updates on this webpage. This privacy notice was last updated in November 2021.