



## **Privacy Notice for Staff (Use of your personal data )**

Under the General Data Protection Regulation (GDPR) individuals have a right to be informed about how we use any personal data that we hold about them. As an academy within The Elliot Foundation Academies Trust we comply with this right by providing a Privacy Notice to individuals where we are processing their personal data.

For the purposes of data protection law The Elliot Foundation Academies Trust is the 'data controller'. The Data Protection Officer for the Trust, who oversees how we collect, use, share and protect your information, is Jem Shuttleworth ([jem.shuttleworth@elliottfoundation.co.uk](mailto:jem.shuttleworth@elliottfoundation.co.uk)).

For the purposes of data protection law we, Shireland Hall Primary School, are the 'data processor'. Our Local Compliance Officer, who works with staff in the school to process and protect your data, is Jay Handley.

This Privacy Notice explains how we collect, store and use personal data about individuals 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, but is not restricted to:**

1. Contact details
2. Date of birth, marital/relationship status and gender
3. Next of kin and emergency contact numbers
4. Salary, annual leave, pension and benefits information
5. Bank account details, payroll records, National Insurance number and tax status information
6. Recruitment information, including copies of right to work documentation, references and other pre-employment checks and information included in a CV, application form or covering letter or as part of the application process
7. Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
8. Performance information
9. Outcomes of any disciplinary and / or grievance procedures
10. Absence data
11. Photographs
12. CCTV footage
13. Data about your use of the school's information and communications systems

### **We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This includes information about (where applicable):**

1. Race, ethnicity, religious beliefs, sexual orientation and political opinions
2. Trade union membership
3. Health, including any medical conditions and medication kept on site for administration in the event of an emergency, and sickness records



## **Why we use personal data:**

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

1. Enable you to be paid
2. Enable us to support you in relation to your wellbeing at work
3. Facilitate and evidence safer recruitment, as part of our statutory safeguarding obligations towards pupils
4. Support effective performance management and performance related pay processes
5. Inform our recruitment and retention processes and policies
6. Allow better financial modelling and planning
7. Enable equalities monitoring
8. Improve the management of workforce data across the sector
9. Support the work of the School Teachers' Review Body

We only collect and use personal information about you when the law allows us to.

Most commonly, we use it where we need to:

1. Fulfill a contract we have entered into with you
2. Comply with a legal obligation
3. Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

1. You have given us consent to use it in a certain way
2. We need to protect your vital interests (or someone else's interests)

Some of the reasons listed above overlap and there may be several grounds which justify our use of this data.

Whilst the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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.

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 go about withdrawing consent if you wish to do so.

We collect personal information via staff recruitment processes and staff contact forms.

## **How we store this data:**

We create and maintain an employment file for each staff member. The information contained in this file



is kept securely and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with applicable policies.

The Elliot Foundation Academy Trust retains data about staff in line with statutory timeframes and no longer than is necessary.

### **Who we share this data with:**

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 staff with:

1. The Department for Education (DfE)
2. Ofsted
3. Sandwell Local Authority
4. Payroll and HR provider, currently MHR UK
5. Google - a cloud based service that allows users to store and share files
6. ScholarPack and Assembly - used for the day-to-day running of the academy and primarily hold pupil and staff information
7. Applicable pension providers
8. HMRC
9. The Elliot Foundation Academies Trust
10. Police forces, courts and tribunals
11. Suppliers and service providers to enable them to provide the service we, or the trust, have contracted them for
12. National Health Service (NHS) and their commissioned health services
13. IRIS is a video-enabled professional learning platform. It gives teachers the opportunity to record classroom-based teaching and learning using the IRIS Connect App with our Discovery Kit or own devices, or capture online teaching using our integrated screen-capture tools.
14. Parent Pay - Cashless online software mainly used to pay for school meals. The data required is from pupil, parent and staff personal information including payment information.

Please note that during the coronavirus public health emergency data will be shared with agencies such as Public Health England and Track and Trace in the interests of public health. On this basis it is not necessary to seek consent of individuals to process the data. We will not share the names of people with coronavirus unless essential to protect others.

### **Requesting access to your personal information:**

Individuals have a right to make a 'subject access request' (SAR) to gain access to personal information which the school holds about them.

If you make a SAR, and if we do hold information about you, we will:



1. Give you a description of it
2. Tell you why we are holding and processing it, and how long we will keep it for
3. Explain where we got it from, if not from you or your child
4. Tell you who it has been, or will be, shared with
5. Let you know whether any automated decision-making (by a computer or machine, rather than by a person) is being applied to the data, and any consequences of this
6. Give you a copy of the information in an intelligible form

To make a request for your personal information please contact Jay Handley (Local Compliance Officer).

SARs must be made in writing. If you cannot make a request in writing, please contact the Local Compliance Officer as they will be able to support you with making a request.

We will not charge for carrying out a SAR unless the request is 'excessive' or for a copy of information that has already been given. SARs may take up to one month to action.

### **Other rights:**

Under GDPR individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

1. Object to the use of personal data if likely to cause, or is causing, damage or distress
2. Prevent processing for the purpose of direct marketing
3. Object to decisions being taken by automated means
4. In certain circumstances, have inaccurate personal information rectified, blocked, erased or destroyed
5. Claim compensation for damages caused by a breach of the General Data Protection Regulations

To exercise any of these rights please contact the Data Protection Officer for the Trust - [jem.shuttleworth@elliottfoundation.co.uk](mailto:jem.shuttleworth@elliottfoundation.co.uk)

### **Complaints:**

As a school, and as part of The Elliot Foundation Academies Trust, 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 have any other concern about our data processing, please raise this with the Local Compliance Officer in the first instance.

To make a formal complaint please contact the Data Protection Officer for the Trust.

### **Contact us:**

If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact Jay Handley the Local Compliance Officer on [Jay.Handley@gbshp.org](mailto:Jay.Handley@gbshp.org)



or 0121 558 6331.

