



Employee Privacy Notice

Adopted by Governing Body: January 2020

Reviewed by Governing Body: 12.01.2021

Amended due to COVID-19: 19.07.2020

Cycle of review: 1 year

Statutory Policy: Yes

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 individuals we employ, or otherwise engage, to work at our school.

We, Pitcheroak School, are the 'data controller' for the purposes of data protection law.

Our School DPO Service are:

Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Warwick
CV34 4RL
Direct 01926 412 859

Our Chief Privacy Officer is:

Sheila Holden
Pitcheroak School
Willow Way
Redditch
B97 6PQ
+44 1527 65576

This notice is based on the Department for Education's model privacy notice. This has been amended to reflect the way we use data in Pitcheroak School.

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, but is not restricted to:

- Contact details (including but not limited to; address, telephone number, email address).
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- 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 included in a CV or cover letter or as part of the application process
- 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
- Absence data
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the school's ICT 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):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records

Why we use this data

The purpose of processing the above data is to help us run the school, which includes:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling 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. Most commonly, we use it to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation

- Carry out a task in the public interest

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

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data

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.

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

While most of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us 'Pitcheroak School'.

Whenever we seek to collect information from you, we will clearly specify the legal basis for provide this information (and if so, what the possible consequences are of not complying), or whether you have no legal obligation to provide this information.

How we store this data

Personal and sensitive data is sorted in line with our GDPR & Data Protection Policy, which is available on the school's website (www.pitcheroak.worcs.sch.uk).

We create and maintain a personnel file for each staff member. The information contained in this file is kept in a secure location 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 our record retention schedule/records management policy.

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.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Worcestershire County Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about headteacher performance and staff dismissal
- The Department for Education
- Your family or representatives
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for. An example of this is HR and Payroll.
- Financial Organisations
- Central and local government
- Auditors
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

Transferring Data Internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law and carry out a PIA (Privacy Impact Assessment).

Your Rights

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:

- 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 request, please contact our Data Protection Officer, details of which are located at the beginning of this document.

Your rights regarding other data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe.

You have the right to:

- Object to the 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 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, 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, details of which are located at the beginning of this document.

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 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, details of which are located at the beginning of this document.

Alternatively, you can make a complaint to the Information Commissioner's Office:

Information Commissioner's Office,

Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

+44 303 123 1113

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

COVID-19

To assist with the school's engagement of the Test and Trace Scheme, we are requesting contact details from individuals in addition to the usual information required from our visitors. Should it become apparent that you may have come into contact with a person who has tested positive for COVID19, we may be requested to share your name and contact details with the NHS Test and Trace Scheme. We will only keep your telephone number/contact details for 21 days, at which point it will be deleted/securely disposed. For further details on how we process your information, please refer to our privacy notice on the school's website.

Further information on the Test and Trace Scheme can be found by visiting

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

The NHS Test and Trace Scheme will be a third-party receiver of data relating to contact details and the lawful basis for processing this personal information is a public task.

Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Chief Privacy Officer or the DPO Service, details of which are located at the beginning of this document.