



Employee Privacy Notice

This privacy notice has been written to inform prospective, current, and former employees of Kingsley Primary School, about how and why we process their personal data.

Who are we?

Kingsley Primary School is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed ADNS Group to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. ADNS Group contact details are:

Schools Data Protection Officer
Scott Thornhill (ADNS Group)
5 Eggleston Court,
Riverside Park, Middlesbrough TS2 1RU
compliance@adnsgroup.com
03003033793



Please ensure you include the name of the school in all correspondence with the DPO

What information do we collect and why do we need it?

We process data relating to those who 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
- 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 license
- Photographs
- Data about your use of the schools information and communications system.
- Salary requirements

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 this data is to help us run the school, including to:

- 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 trust teachers review body

Our lawful basis for using the Data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered with you
- Comply with a legal obligation
- Carry out a task in the public interest

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

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

Where we 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 your overlap, and there may be several grounds which justify the schools 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 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.

How we store this data

Personal data is stored in line with our Data Protection Policy May 2018. We create and maintain an employment file for each staff member. The information contained in this file is kept secure 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.

Photographs

We will seek your consent to use your photo on our website. Please note that you can withdraw this consent at any time.

Who has access to your personal data?

Your information will only be made available to those who need it to do their job in relation to your employment. This includes your line manager(s), the business manager, and relevant administrative staff.

Who do we share your personal data with?

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

- Hartlepool Local Authority Payroll, HR and any other departments relevant to your role and employment
- HM Revenue & Customs, if applicable
- Department of Work and Pension, if applicable
- Our regulator (Ofsted)
- Pension Fund/Teachers' Pensions fund
- Suppliers and service providers- to enable them to provide the service we have contracted them for, such as payroll.
- Any salary sacrifice arrangement you sign up to e.g. a charity, Everybody Benefits
- Your trade union, if applicable
- Examining bodies, if applicable

- Disclosure and barring service to conduct criminal record checks, if applicable
- Prospective future employers, landlords, letting agents, or mortgage brokers where you have asked them to contact us to seek a reference
- Our auditors
- Survey and research organisations
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, and tribunals

We have duties under the Freedom of Information Act 2000 to disclose information we hold unless there is a very good reason to withhold it. Therefore we may disclose your name and work email address publicly in response to a request if we are required to do so.

How long do we keep your personal data for?

Kingsley Primary School will keep your data in line with our Information Policy. Most of the information we process about you will be determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

Do you transfer my data outside of the UK?

Generally the information that the school holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access.

What rights do you have over your data?

Under GDPR, individuals have the following rights in relation to the processing of their personal data:

- To provide a clear description of what information is being collected and why.
- To be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- To object to your personal data being processed

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, contact our DPO

Your other rights regarding your data

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

- 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.
- Claim compensation for damages caused by a breach of the data protection regulations.

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.

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

- Report a concern online at <https://ico.org.uk/concerns/>
- call 0303 123 1113

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.gsi.gov.uk // 03031 231113