

Privacy Notice (How we use staff information)

Why do we collect and use staff information?

We collect and use staff information under the Data Protection Act 1998 (DPA) and “Article 6” and “Article 9” of the General Data Protection Regulation (GDPR).

Article 6 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject.

Article 9 (GDPR) condition: For substantial public interest on legal basis.

The personal data we collect and hold

We hold personal data about staff to support their employment and professional development, and to assess how the school is performing. We may also receive data about staff from previous employers, local authority, DfE, HR and the occupational health service.

Personal data that we may collect, use, store and share (when appropriate and to comply with the law regarding data sharing) about staff includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Personal information (such as name, unique staff number and address)
- Professional development records
- Bank details
- Maternity/paternity pay information
- Performance management documentation
- Characteristics (such as ethnicity, language, nationality, country of birth, and medical information, disability)
- DBS information and other safer recruitment checks
- Attendance information including sickness absence records and leave of absence records
- Details of any professional support received
- CCTV images

Why we use this data

We use this data to:

- Support you in your professional roles
- Keep you safe
- Support the organisation in performing a public task

- Monitor and report on school improvement and self-evaluation
- Provide appropriate pastoral care
- Protect pupil welfare
- Ensure that the information we hold about you is kept up to date
- To meet our legal and contractual obligations to our employees

Our legal basis for using this data

We collect and use personal data on the basis of performing a public task (educating children).

On some occasions we may ask for consent to process data when its use is optional. On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Collecting this information

We collect data from application forms, paper forms, online information from agencies including the DfE, communication with yourself, and information received from a third party (eg. referees, colleagues, agencies, previous employers)

How we store this data

We keep personal information about staff while they are working at our school. We may also keep it beyond their time at our school if this is necessary in order to comply with our legal obligations.

We will only retain the data we collect for as long as is necessary. This would be to satisfy the purpose for which it has been collected in accordance with our data retention policy. Please contact us if you would like further details on this policy.

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data.

Examples of our security include:

- Encryption, meaning that information is hidden so that it cannot be read without access knowledge (such as a password). This is done with a secret code or what's called a 'cypher'. The hidden information is said to then be 'encrypted';
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it;
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong;
- Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches);

How long we keep your data for

This ranges from months for some records to years for more sensitive records.

For example

- applications for recruitment will be kept for 6 months,
- your personnel record will be maintained for 7 years after you leave employment

We hold staff data for no longer than is necessary. Full details of data retention lists can be found in the Records Management Society's (RMS) Retention Guidelines for Schools (which can be found via the IMRS website through the following link)

<http://irms.org.uk/page/SchoolsToolkit>

Or via the school website www.framdurhamweb.com

Data sharing

We may share your personal information where we have a statutory obligation to do so, such as for the purposes of the prevention or detection of crime, for legal proceedings, or where you have requested us to share information, such as childcare vouchers, pensions, mortgage applications etc.

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

Some examples of who we share information with include:-

- HMRC (Her Majesty's Revenue & Customs)
- DBS (Disclosure & Barring Service)
- Pension schemes
- Payroll Providers
- HR Providers
- Our Auditors/Accountants
- The Department for Education (DfE)
- Sickness insurance providers

If you would like confirmation of who we do share information with please contact us.

We do not process your personal information outside the EEC.

At no time will your information be passed to organisations external to us, or our partners for marketing or sales purposes, or for any other commercial use without your prior express consent.

Your information rights

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- Have any inaccuracies corrected;

- Have your personal data erased;
- Place a restriction on our processing of your data;
- Object to processing; and
- Request your data to be ported (data portability).

To learn more about these rights please see the ICO website.

To exercise any of these rights please contact the relevant service in the first instance.

You also have the right to request a copy of the personal information that the school holds about you. To do this, please make a Subject Access Request to SAR@framdurham.com

Or contact the DPO on 0191 3866628.

If something goes wrong with your personal information, or you have questions about how we use it, please contact Louise Brookes DPO@framdurham.com

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#)

Information Commissioner's Office
Wycliffe House,
Water Lane
Wilmslow, Cheshire SK9 5AF

Other rights

Individuals have rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to 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 the DPO.

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 DPO.

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
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our DPO:

- Louise Brookes, Data Protection Officer, Framwellgate School Durham, at:
 - DPO@framdurham.com
- Tanya Rossington (external DPO advisor, Gateshead Council) at:
 - TanyaRossington@Gateshead.Gov.UK