



'It's awesome at Ayresome'

Privacy Notice for Staff and Volunteers

At Ayresome Primary School we ensure that information on our staff and volunteers is only processed, stored and shared for appropriate lawful purposes. This privacy notice provides guidelines as to the information we process in school and how, why and with whom it is used and shared.

The categories of information that we collect, hold and share include:

- Personal information (name, National Insurance Number, employee or teacher GTC number, address and contact details)
- Characteristics (such as ethnicity, gender, age, nationality, country of birth)
- Work absence information (such as number of absences and absence reasons)
- Contract information (start date, role and salary information)
- Medical information
- Qualifications

Why we collect and use this information

We use the information:

- To enable the development of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies
- To enable individuals to be paid
- To comply with the General Data Protection Regulations



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The lawful basis on which we use this information

We collect and use information on staff and volunteers under the lawful basis that the data subject has given consent to Ayresome Primary School to process personal data. We also process personal data in order to protect the vital interests of all data subjects who are employed at Ayresome Primary School.

Collecting information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulations, we will inform you whether you are required to provide certain pupil information to us or whether you have a choice in this.

Storing this information

We hold staff and volunteer personal data for up to seven years.

Who we share information with

We routinely share information with:

- Our local authority
- The Department for Education (DfE)
- Relevant third party professionals and suppliers

Why we share information

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



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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.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools and local authorities. All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested; and
- The arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.



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For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

- To contact the department: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact **Ms Lisa Biggin, Headteacher**.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the General Data Protection Regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Ms Lisa F Biggin, Headteacher or Ms Becky Llamas, Data Protection Officer