



**Altwood**  
Church of England School

# Privacy Notice for the School Workforce

## **Who processes your information?**

Altwood Church of England School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to staff is to be processed. The school has a data protection officer who can be contacted on [altwood@altwoodschool.co.uk](mailto:altwood@altwoodschool.co.uk). Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Altwood Church of England School upholds are imposed on the processor.

## **Why do we need your information?**

Altwood Church of England School has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- Academy Funding Agreement
- Academy's legal framework
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

Staff members' personal data is also processed to assist in the running of the school, and to enable individuals to be paid.

If staff members fail to provide their personal data, there may be significant consequences. This includes the following:

### Employment checks

Failure to provide the school with ample proof of a right to work in the UK will prevent employment at Altwood Church of England School.

Employees found to be working illegally could face prosecution by law enforcement officers and dismissal from employment at Altwood Church of England School.

### Unable process pay and benefits

Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.

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## **For which purposes are your personal data processed?**

In accordance with the above, staff members' personal data is used for the following reasons:

- Contractual requirements
- Employment checks, e.g. right to work in the UK
- Salary requirements
- Safeguarding- Disclosure and Barring service
- School workforce census
- References

## **Which data is collected?**

The categories of staff information that the school collects, holds and shares include the following:

- Names
- National insurance numbers
- Characteristics such as ethnic group
- Employment contracts
- Remuneration details
- Qualifications
- Absence information
- Car Registration details

The collection of personal information will benefit the school, the Department for Education and Local Authority by:

- Improving the management of workforce data across all areas.
- Enabling the development of a comprehensive picture of the workforce and how it is deployed.
- Informing the development of recruitment and retention policies.
- Allowing better financial modelling and planning.
- Enabling ethnicity and disability monitoring.
- Supporting the work of the school teachers' review body.

## **Will your personal data be sought from third parties?**

Staff members' personal data is only sought from the data subject. No third parties will be contacted to obtain staff members' personal data without the data subject's consent.

Staff members' personal data may be obtained and processed from third parties where the law requires the school to do so, e.g. medical records from a GP. The categories of data obtained and processed from third parties include:

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Personal data obtained from other sources:

- Names
- National insurance numbers
- Characteristics such as ethnic group
- Employment contracts
- Remuneration details
- Qualifications
- Absence information

Where data is obtained from third parties, the personal data originates from the following sources:

Sources from which the personal information is obtained from, and whether it comes from publicly accessible sources:

- Recruitment agencies
- Teachers Pensions
- Berkshire Pensions
- Department for Work and Pensions
- HMRC
- HM Courts and Tribunal service

## **How is your information shared?**

Altwood Church of England School will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We are required, by law, to pass on some personal information to our Local Authority and the Department for Education. This includes the following:

- HMRC
- Teacher/Berkshire Pension
- Depart for Work & Pensions
- Disclosure and Barring Service

## **How long is your data retained for?**

Personal data relating to staff at Altwood Church of England School is stored in line with the school's GDPR Data Protection and retention of records Policy which is available on the school website [altwoodschoo.co.uk/privacy](http://altwoodschoo.co.uk/privacy).

Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

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## **What are your rights?**

Staff have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Altwood Church of England School uses your personal data.
- Request access to the personal data that Altwood Church of England School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Altwood Church of England School and/or the Department for Education is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

## **How can you find out more information?**

If you would like to find out more information about how we and/or the Department for Education collect, use and store your personal data, please visit our website <http://www.altwoodschool.co.uk/privacy> where you will find our data protection policy and other information.

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## Declaration

I, \_\_\_\_\_, declare that I understand:

- Altwood Church of England has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- There may be significant consequences if I fail to provide the personal data Altwood Church of England requires.
- Altwood Church of England may share my data with the Department for Education, and subsequently the Local Authority.
- Altwood Church of England will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties.
- My data is retained in line with Altwood Church of England's Records Management Policy.
- My rights to the processing of my personal data.

**Name of staff member:**

\_\_\_\_\_

**Signature of staff member:**

\_\_\_\_\_

**Date:**

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