



# STAFF PRIVACY NOTICE

## Document Control

Reference: GDPR 005b

Issue No: 1.01

Issue Date: 24.09.2021

Classification: Restricted

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## 1. Scope

All data subjects whose personal data is collected, in line with the requirements of the GDPR.

## 2. Responsibilities

- 2.1 The Data Protection Officer is responsible for ensuring that this notice is made available to data subjects prior to Marsh Hill Primary School collecting or processing their personal data.
- 2.2 All governors, employees and volunteers of Marsh Hill Primary School who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

## 3. Privacy notice

### 3.1 Who are we?

Marsh Hill Primary School is the data controller of the personal information you provide to us. This means the school determines the purpose for which, and the manner in which, any personal data relating to you is to be processed. **John Cusack** acts as the representative for the school with regard to its data controller responsibilities.

Sharon Wells is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDR.

Our Data Protection Officer can be contacted here:

- enquiry@marshill.bham.sch.uk
- 0121 464 2920

The personal data we collect, process, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristic information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualification (and, where relevant, subjects taught)
- payroll information (such as rate of pay, pay scales, increments and responsibilities)



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- emergency medical information and contact information for emergencies
- appraisal and performance information
- declarations of overseas work and Childcare Disqualification (where relevant)
- Occupational health medical clearances/checks.

Our legal basis for the personal data we collect and will be used for the following purposes:

- Administering your employment with [Marsh Hill Primary School].
- Enabling payment of wages/salary with appropriate deductions.
- Administering tax, national insurance and other agreed deductions from income.
- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable wellbeing of staff
- Provide access to learning support and communication tools provided by the school (such as Office 365, Education City)
- Ensure Safer Recruitment and local authority procedures are followed.

Any legitimate interests pursued by us, or third parties we use, are as follows:

- To enable us to make appropriate wages/salary deductions on your behalf.

The special categories of personal data concerned are:

- Trade union membership (if applicable)
- Ethnic origin (if applicable)
- Religious beliefs (if applicable)
- Biometric data (if applicable)
- Health data
- Criminal record/convictions (if applicable)

### 3.2 Consent

As we are not relying on consent as the legal basis for processing your data we do not need to seek your permission to process the data. By issuing this notice to you we are fulfilling our legal duty to inform you that the processing is taking place.

### 3.3 Disclosure

Marsh Hill Primary School will not pass on your personal data to third parties without first obtaining your consent, unless the law and our policies allow us to do so

We routinely share information with:

- The LA
- The Department for Education (DfE)
- Amethyst School Financial Services
- School Pupil Tracker (Target Tracker)



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- Learning software providers and Office 365

#### The LA

We are required to share information about our school workforce with our LA under section 5 of the Education (Supply of Information about the School Workforce (England) Regulations 2007 and amendments.

#### The DfE

We are required to share information about you with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All information we share is transferred securely and held under a combination of software and hardware controls which meet the current government security policy framework.

#### How does the government use your data?

The workforce information that we lawfully share with the DfE through data collections:

- Informs the DfE's policy on pay and the monitoring of the effectiveness and diversity of the school workforce.
- Links to school funding and expenditure
- Supports longer term research and monitoring of educational policy.

You can find more information about the data collection requirements placed on us by the DfE by following this link

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The DfE may share your information with third parties who promote the education or wellbeing of pupils or the effective deployment of staff by:

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

The DfE has robust processes in place to ensure that the confidentiality of personal information is maintained and there are controls in place regarding access to and use of the information. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the information?
- The purpose for which the information is required.
- The level and sensitivity of the information requested.



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- The arrangements in place to securely store and handle the information.

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

### 3.4 How long is your data store for?

Personal data relating to the school workforce at Marsh Hill Primary School is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely, data is only stored for as long as is necessary or to comply with our legal obligations.

### 3.5 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Marsh Hill Primary School refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved in the processing of your personal data.

### 3.6 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Marsh Hill Primary School or third parties acting on our behalf, or how your complaint has been handled, you have the right to lodge a complaint directly with



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the Information Commissioner's Office and Marsh Hill Primary School's Data Protection Officer.

The details for each of these contacts are:

	<b>Supervisory authority contact details</b>	<b>Data Protection Officer contact details</b>
Contact Name:	Information Commissioner's Office	Sharon Wells
Address line 1:	Wycliffe House	Marsh Hill Primary School
Address line 2:	Water Lane	Marsh Hill
Address line 3:	Wilmslow	Erdington
Address line 4:	Cheshire	Birmingham
Address line 5:	SK9 5AF	B23 7HY
Email:	casework@ico.org.uk	enquiry@marshill.bham.sch.uk
Telephone:	0303 123 1113 (local rate)	0121 464 2920

### 3.7 Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for personal information, contact the DPO.

#### Contact details of the Data Protection Officer / GDPR Owner:

	<b>Data Protection Officer contact details</b>
Contact Name:	Sharon Wells
Address line 1:	Marsh Hill Primary School
Address line 2:	Marsh Hill
Address line 3:	Erdington
Address line 4:	Birmingham
Address line 5:	B23 7HY
Email:	enquiry@marshill.bham.sch.uk
Telephone:	0121 464 2920



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### Document Owner and Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above. A current version of this document is available to all members of staff.

This policy is issued on a version controlled basis under the name of Sharon Wells – DPO.

### Change History Record

Issue	Description of Change	Approval	Date of Issue
1.0	Initial issue	Marlene Douglas	24 <sup>th</sup> May 2018
1.1	Reviewed – no changes	John Cusack	24 <sup>th</sup> Sept 2021