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Head Teacher: Mrs Nichola Stewart

GDPR privacy notice for Staff

The Data Protection Officer (DPO) for Suffield Park Infant and Nursery School is Miss Lindsay Kerry. It is the DPO's duties to oversee that the staff at our Nursery and School are following General Data Protection Regulations (GDPR). Please use the contact details above if you have a question regarding GDPR.

How we use school workforce information

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

- Personal information (such as name, address, contact details, next of kin, employee or teacher number, national insurance number)
- Special categories of data including characteristics information (such as gender, age, ethnic group)
- Contract information (such as start dates, hours worked, post, roles and salary information, payroll)
- Work absence information (such as number of absences and reasons)
- Qualifications and, where relevant, subjects taught.
- Medical information (such as medical conditions, allergies, medication)
- DBS checking.

Why we collect and use this information

We use school workforce data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed.
- Inform the development of recruitment and retention policies.
- Enable individuals to be paid.

The lawful basis on which we use this information

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- Article 6 of the GDPR (i.e. consent, contract, legal obligation, vital interests, public task, legitimate interests).
- Article 9 of the GDPR where the data processed is 'special category' data where the lawful basis is legal obligation or public task.

- For the purpose of enabling individuals to be paid, in accordance with the legal basis of contract.

Collecting this 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 data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

- We hold school workforce data in Personnel Files and securely on the computer for the set amount of time shown in the school's **Records Management Policy**
- There are a few finance applications that are used in school, all of which hold staff data. These are Star Accounts, the Budget Planner, and Sickness Insurance database. Kept up to date and staff removed a term after they have left the school to ensure the data is relevant. All three systems are password protected and use encryption when data is being sent to and from County Hall. Star Accounts finance system; it's regularly edited to remove information that's not relevant or obsolete as required by GDPR. The staffing data that's held in the accounting software and budget planner is also regularly reviewed to ensure no data is held on staff who've left the school.

How do we collect your information?

- We collect your personal information via the following methods:
- Staff contract forms
- Medical forms
- Updating details forms

Who we share this information with

We routinely share this information with:

- Our local authority
- The Department for Education (DfE)
- Third-party service providers (where a contract exists) in order to fulfil contractual obligations (such as payroll) or where a service is being used in the operations of the school (such as parent communication applications)
- The writing of employment references.

Why we share school workforce information

- We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.
- **Local authority** - 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.
- **Department for Education (DfE)** - We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing

underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

- **For use by maintained schools only** - We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- 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
 - 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.
- 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
 - 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.
- 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>

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>

What are your rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it's inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we hold about you, please contact Miss Lindsay Kerry (DPO).

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's **DPO** in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How to withdraw consent and lodge complaints

- Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.
- If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the **DPO**.
- You can raise a concern with the Information Commissioner's Office (ICO).

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact Miss Lindsay Kerry. If you require further information about how we and/or the DfE store and use your personal data, please visit the Gov.UK [website](#), or ask for a copy of our **Data Protection Policy** and **Records Management Policy**.