



Employee Privacy Notice

*This policy needs to be read in conjunction with the Safeguarding Policy.
The terms of the Safeguarding Policy are to take precedence over the
guidelines set down in any other policy.*



INTRODUCTION

This Privacy Notice explains in detail the types of personal data we may collect about you, why we hold it and who we share it with.

Hadleigh Community Primary School is registered under the General Data Protection Regulations 2018 as a data controller.

Our Data Protection Officer (DPO) is Tracey Riches, Clear 7 Consultancy.

Our Data Protection Lead in school is Gary Pilkington.

What types of personal data do we collect?

The categories of employee information we collect include:

- Personal information: including name, address and national insurance number
- Special categories of data: including gender, ethnicity, sexual orientation, religion or belief and trade union membership
- Recruitment data: Qualifications, skills, experience and employment history, nationality and entitlement to work in the UK, criminal record details;
- Health information
- Contract information: including working patterns, salary, annual leave, pension and benefits information;
- Payroll information: including bank details
- Performance management information: including appraisals, disciplinary or grievance procedures and related correspondence
- Absence data: including the reasons for absence
- Use of entry security fob
- CCTV footage (if one was to be installed)

WHY WE HOLD YOUR PERSONAL DATA

We collect and use employee data to:

- Comply with statutory, regulatory, and contractual obligations
- 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
- To have an emergency contact in case of need
- To give support if the need arises if absent from work.

EXPLAINING THE LEGAL BASES WE RELY ON

The law on data protection sets out a number of different reasons for which an organisation may collect and process your personal data, including:

- Contract: We need your personal information to enter into an employment contract with you and to meet our obligations as employer. For example to pay you and to administer your entitlements.
- Legal obligation: We are required to check your entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable you to take the leave you are entitled to.
- Consent: In specific situations, we may ask your consent to process your data.



HOW LONG WILL WE KEEP YOUR PERSONAL DATA?

We only keep it for as long as is necessary for the purpose for which it was collected.

Timescales are detailed in our document retention policy, which can be found in Appendix 2 of our Data Protection Policy. At the end of that retention period, your data will either be deleted completely or anonymised so that it can be used for statistical analysis and business planning.

WHO DO WE SHARE YOUR PERSONAL DATA WITH?

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

We share employee information as part of the recruitment process including references and Disclosure and Baring Service checks.

We also share information with:

- our local authority
- the Department for Education (DfE)
- our payroll provider : Schools' Choice
- our HR provider : Schools' Choice
- our occupational health provider: People Asset Manager (PAM)

We are required to share information about our employees with our local authority (LA) under section 5 of the Education (supply of information about the school workforce) (England) Regulations 2007 and amendments.

The Department for Education has legal powers to collect the pupil, child and workforce data that schools, local authorities and awarding bodies hold. 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://gov.uk/contact-dfe>

WHERE YOUR PERSONAL DATA MAY BE PROCESSED

The school will not transfer your data to countries outside the European Economic (EEA)

OR

Sometimes we will need to share your personal data with third parties and suppliers outside the European Economic Area (EEA), such as Australia or the USA.

Any transfer of your personal data will follow applicable laws and we will treat the information under the guiding principles of this Privacy Notice.



WHAT ARE YOUR RIGHTS OVER YOUR PERSONAL DATA?

You have the right to:

- Request access to the personal data we hold about you, free of charge in most cases.
- The correction of your personal data when incorrect, out of date or incomplete.
- Require the school to delete or stop processing your data, for example where the data is no longer necessary for the purpose of processing
- Object to the processing of your data where the school is relying on its legitimate interests as the legal ground for processing
- Withdraw consent. Whenever you have given us your consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.

If we are not able to action your request we will explain to you the reasons why.

CONTACTING THE REGULATOR

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

You can contact them by calling 0303 123 1113.

Or go online to www.ico.org.uk/concerns

ANY QUESTIONS?

We hope this Privacy Notice has been helpful in explaining how we handle your personal data and your rights to control it.

If you have any questions that haven't been covered, please contact our Data Protection Officer who will be pleased to help you:

Email us at gdpr@hadcps.uk or write to us at via the school office.