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**Benwick Primary School**

**Privacy notice for the school workforce**

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a ‘privacy notice’ to you to explain where/why we are processing your personal data. This privacy notice explains how we collect, store and use personal data about you.

We, Benwick Primary School, High Street, Benwick PE15 0XA, are the ‘data controller’ for the purposes of data protection law.

The school and Governing Body have a responsibilities to protect all employee personal data.

**The personal data we hold**

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

* Contact details
* Date of birth, marital status and gender
* Next of kin and emergency contact numbers
* Salary, annual leave, pension and benefits information
* Bank account details, payroll records, National Insurance number and tax status information
* Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
* Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
* Performance information
* Outcomes of any disciplinary and/or grievance procedures
* Absence data
* Copy of driving license
* Birth Certificate
* Marriage Certificate
* Photographs
* Data about your use of the school’s information and communications system

We may also collect and store information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

* Race, ethnicity, religious beliefs, sexual orientation and political opinions
* Trade union membership
* Health, including any medical conditions, and sickness records

**Why we use this data**

The purpose of processing this data is to help us run the school, including to:

* Enable you to be paid
* Facilitate safer recruitment, as part of our safeguarding obligations towards pupils
* Support effective performance management
* Inform for our recruitment and retention policies
* Allow better financial modelling and planning
* Enable equalities monitoring
* Improve the management of workforce data across the sector
* Support the work of the School Teachers’ Review Body

**Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

* Fulfil a contract we have entered into with you
* Comply with a legal obligation
* Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

* You have given us consent to use it in a certain way
* We need to protect your vital interests (or someone else’s interests)
* We have legitimate interests in processing the data – for example, the processing is necessary so that you can comply with employment law.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school’s use of your data.

**Collecting this information**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

**How we store this data**

Personal data is stored in line with Retention Records Management Policy.

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Retention Records Management Policy. This policy can be found on our website [www.benwick.cambs.sch.uk](http://www.benwick.cambs.sch.uk) or in the policy files within the headteachers office.

**Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

* Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about headteacher, performance and staff dismissals
* The Department for Education
* Your family or representatives
* Educators and examining bodies
* Our regulator (Ofsted)
* Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll and Heales Heathcare
* Financial organisations
* Central and local government
* Our auditors
* Survey and research organisations
* Trade unions and associations
* Health authorities
* Security organisations
* Health and social welfare organisations
* Professional advisers and consultants
* Charities and voluntary organisations
* Police forces, courts, tribunals
* Professional bodies
* Employment and recruitment agencies

**Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

**Your rights**

**How to access personal information we hold about you**

Individuals have a right to make a **‘subject access request’** to gain access to personal information that the school holds about them.

If make a ‘subject access request’, and if we do hold information about you, we will:

* Give you a description of it
* Tell you why we are holding and processing it, and how long we will keep it for
* Explain where we got it from, if not from you
* Tell you who it has been, or will be, shared with
* Let you know whether any automated decision-making is being applied to the data, and any consequences of this
* Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact [finance@benwick.cambs.sch](mailto:finance@benwick.cambs.sch) or [head@benwick.cambs.sch.uk](mailto:head@benwick.cambs.sch.uk)

**Your rights over data we hold**

**You have other rights over how your personal data is used and kept safe, including the right to:**

* Say that you don’t want it to be used if this would cause, or is causing, harm or distress
* Stop it being used to send you marketing materials
* Say that you don’t want it used to make automated decisions (decisions made by a computer or machine, rather than a person)
* Have it corrected, deleted or destroyed if it is wrong, or restricted our use of it
* Claim compensation if the data protection rules are broken and this harms you in some way

**Complaints**

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we’ve done something wrong. You can make a complaint by contacting [finance@benwick.cambs.sch.uk](mailto:finance@benwick.cambs.sch.uk), [head@benwick.cambs.sch.uk](mailto:head@benwick.cambs.sch.uk) or Donna Flynn (Data Protection Officer) at [DPO@theictservice.org.uk](mailto:DPO@theictservice.org.uk)

If you have concerns about information we are collecting or using of your personal data. We request that you firstly raise concerns with the school or Governing Body. Alternatively, you can contact the Information Commissioners Office: [https://ico.org.uk/concerns/ Call 0303 123 1113](https://ico.org.uk/concerns/%20Call%200303%20123%201113)