



## Cottesbrooke Infant & Nursery School

### **Staff Privacy Notice**

**The school workforce: those employed to teach, or otherwise engaged to work at, a school or a local authority**

#### **The Data Protection Act 1998: How we use your information.**

We process personal data relating to those we employ to work at, or otherwise engage to work at Cottesbrooke Infant & Nursery School. This is for employment purposes to assist in the running of the school and to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling 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; and
- supporting the work of the School Teachers' Review Body

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

- personal information (such as name, employee or teacher number, NI number, address, contact details)
- 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)
- work absence information (such as number of absences and reasons)
- qualifications
- record of any known disability

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority BCC – Birmingham City Council
- the Department for Education (DfE)

#### **The lawful basis on which we process this information:**

We process this information under the Data Protection Act 1998, and according to guidance published by the Information Commissioner's Office and the Department for Education. Under Article 6 of the GDPR,

which came into effect on 25 May 2018, the lawful basis for processing school workforce information is to fulfil contractual obligations and other legitimate interests.

For data collection purposes (Departmental Censuses) provisions of the Education Act 1996 will be followed.

**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 throughout your period of employment and for 6 years after the cessation of your employment. Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, we will shred or incinerate paper-based records, and override electronic files. We may also use an outside company to safely dispose of documents.

If you require more information about how we and/or DfE store and use your personal data please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

**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 your personal information, contact: Mr William Loughlin, Head Teacher.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>

If you want to see a copy of information about you that we hold, please contact Mr Will Loughlin.