



Privacy Notice

This privacy notice explains how we collect, store and use personal data about **staff**.

Grove Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to **staff** is to be processed.

Our data protection officer is responsible for overseeing data protection within the School. Should you have any questions, concerns or queries please contact them on the following information: -

Data Protection Officer: Judicium Consulting Limited

Address: 5th Floor, 98 Theobalds Road, London, WC1X 8WB

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Telephone: 0345 548 7000 (Option 1, then 1)

The categories of staff information that we collect, hold and share include:

- Personal information (such as name, address, contact details, date of birth, marital status, gender, next of kin, emergency contact numbers)
- Salary, annual leave, pension and benefits information, bank account details, payroll records, national insurance and tax information
- Recruitment information (such as copies of right to work documentation, references and other information included as part of the application process)
- Qualifications and employment records, including work history, job titles, working hours, training records, professional memberships
- Performance information
- Attendance information (absence information, fit for work notes, return to school meetings, attendance monitoring)
- Medical care plans
- Outcomes of any disciplinary and/or grievance procedures
- Copy of driving licence
- Photographs, CCTV footage
- Data about your use of the school's information and communication systems

We may also hold data about staff we have received from other organisations, including other schools or organisations, occupational health, and the Department for Education.

We may collect, store and use information about you that falls into **special categories** of more sensitive personal data. This includes information about: race, religious beliefs, sexual orientation, trade union membership, medical conditions and sickness records.

How data is kept up to date:

Contact details for staff are updated annually at the start of each academic year when staff are requested to check and amend their data sheet.

Staff can update their contact details at any point in the year by contacting Mrs E Patel, finance officer.

How we use personal information:

We will only use your personal information when the law allows us to; primarily to allow us to perform our contract with you and to enable us to comply with legal obligations. Please note that we may process your information without your knowledge or consent, where this is required or permitted by law.

The situations in which we will process your personal information are listed below:

- To determine recruitment and selection decisions on prospective employees
- In order to carry out effective performance of the employees' contract of employment and to maintain employment records
- To comply with regulatory requirements and good employment practice
- To carry out vetting and screening of applicants and current staff in accordance with regulatory and legislative requirements
- Enable the development of a comprehensive picture of the workforce and how it is deployed and managed
- To enable management and planning of the workforce, including accounting and auditing
- Personnel management including retention, sickness and attendance
- Performance reviews, managing performance and determining performance requirements
- In order to manage internal policy and procedure
- Human resources administration including pensions, payroll and benefits
- To determine qualifications for a particular job or task, including decisions about promotion
- Evidence for possible disciplinary or grievance processes
- Complying with legal obligations
- To monitor and manage staff access to our systems and facilities in order to protect our networks, the personal data of our employees and for the purposes of safeguarding
- To monitor and protect the security of our network and information, including preventing unauthorised access to our computer network and communications systems and preventing malicious software distribution
- Education, training and development activities
- To monitor compliance with equal opportunities legislation
- To answer questions from insurers in respect of any insurance policies which relate to you
- Determinations about continued employment or engagement
- Arrangements for the termination of the working relationship
- Dealing with post-termination arrangements
- Health and safety obligations
- Prevention and detection of fraud or other criminal offences
- To defend the School in respect of any investigation or court proceedings and to comply with any court or tribunal order for disclosure.

The lawful basis on which we use this information

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

- Fulfil a contract we have entered into with you
- We need to comply with a legal obligation
- We need to perform an official task in the public interest.

Less commonly, we may 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's vital interests)

We collect and use **special category data** when the law allows us to do so. Most commonly we process it where:

- the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject
- processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject
- processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;

Where we have obtained consent to use staff personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

How do we store this data?

We keep personal information about staff while they are employed at Grove School. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Personal staff data in paper form is stored securely in a locked cupboard in the Headteacher's office. Staff data is also stored electronically in secure cloud storage. Please see the data sharing section below for a list of 3rd party data processors with whom Grove school share data.

In retaining personal information, Grove School complies with the retention schedules provided by the Information Record Management Society. This document can be found using the link below:
<https://irms.org.uk/page/SchoolsToolkit>

Grove School uses the services of Shred It, a shredding service for secure disposal of data when it has reached the end of its retention period.

Data sharing

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. These include the following:

- The Local Authority
- The Department for Education (DfE);
- Ofsted
- Survey and research organisations such as Office for National Statistics
- Prospective Employers
- Welfare Services (such as social services)
- Law enforcement officials such as Police, HMRC, Courts and tribunals
- LADO
- Trade Unions
- Training providers such as St John's Ambulance, Safety Services
- Professional advisors such as lawyers and consultants
- Support services to enable them to provide the service we have contracted them for (including HR support, insurance, IT support, information security, pensions and payroll)
- Health Authorities

- Occupational Health and DBS

Information will be provided to those agencies securely or anonymised where possible. The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

Grove school shares data with the following 3rd party data processors:

- SIMS, CMIS, CPOMS, Otrack, Entrust, Free School Meal Eligibility Checker, Parentpay, Microsoft 365 (J2E), Teachers2parents, Toolkit Tracker, Crisp Online, AQA, Futures Cloud, EPEP Online, Google Account, Collins Connect, Wonde, Reception Baseline Assessment, Speech Link, Edukey, Smartgrade, Maths Circle (TT Rock Stars/Numbots), Edshed (Spelling shed)

Subject access requests

Staff can ask for copies of the data school holds about them by making a Subject Access Request. In accordance with DPA2018 school will comply within 1 month and without undue delay. It is to be noted that school can apply an extension of a further two months if the request is complex or if school have received several requests from the individual. School will aim to respond to Subject Access Requests in a timely manner but during school holidays this may become more difficult. If school refuses a Subject Access Request, we will tell the member of staff why and will inform them that you have the right to complain to the supervisory authority and to a judicial remedy. The school must do this without undue delay and at the latest, within one month.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us.

To make a complaint, please contact our data protection officer.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer.

Data Protection Officer

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