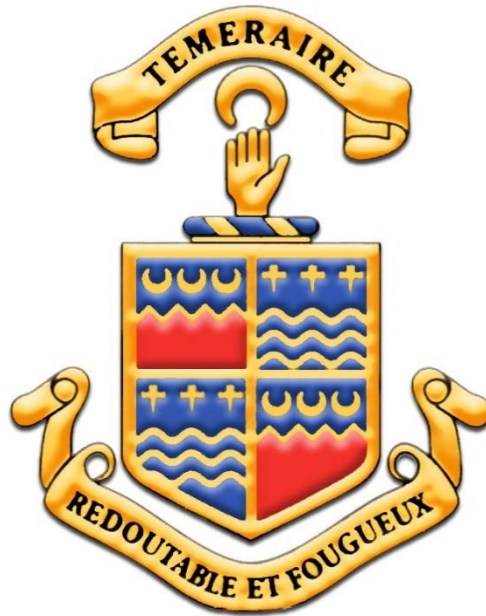


# THE HARVEY GRAMMAR SCHOOL



## Privacy Notice

School Workforce

May 2018

## Introduction

We, The Harvey Grammar School are a data controller for the purposes of the General Data Protection Regulation (GDPR). We collect information from you and may receive information about you from third parties.

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

- personal information (such as name, address, contact details, date of birth, employee or teacher number, national insurance number)
- special categories of data including characteristics information (such as gender, age, ethnic group)
- photograph
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications and training (and, where relevant, subjects taught)
- medical information (such as disabilities, allergies or illnesses, emergency contact)
- payroll information (such as bank details, tax code, payroll number)
- safeguarding (such as photograph, convictions or cautions)

## 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
- manage Human Resource processes (such as recruitment, payment of salaries and pensions, performance management, managing absence and training and development)
- ensure right to work in the UK
- safeguard students
- ensure reasonable adjustments are made in the case of disabilities
- provision of wellbeing and support services
- monitor equal opportunities
- preventing and detecting crime (such as using CCTV and using photographs on ID Badges)
- compliance with legal obligations (such as making external/statutory returns)

## The lawful basis on which we process this information

We process this information under the following lawful basis:

- **Contract:** It is necessary to meet contractual obligations
- **Legal Obligation:** the processing is necessary for us to comply with the law
  - School Workforce Census – Statutory requirement under Sections 113 and 114 of the Education Act 2005.
  - Safeguarding – Section 4(2) of the Rehabilitation of Offenders Act 1974
- **Consent:** the data subject has given explicit consent to the processing of their personal data for one or more specific purposes
  - Texting Service – Communication to staff regarding important information, like school closures

## 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.

Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

## Storing this information

We hold school workforce data for 6 years from the member's leaving date, both electronically within our internal computer systems and also hard copies stored securely. After this date the only information we hold is the member's name, date of birth, email address, dates of service and job title. This remaining data will be held for 10 years from the member's leaving date. This remaining data will be held to enable ex-staff to allow potential employers to check this information.

## Who we share this information with

We share this information with:

- Kent County Council, our local authority
- The Department for Education (DfE) and central government
- The Office for National Statistics
- Current, past or prospective employersCapita HR Solution (Payroll provider)
- Financial organisations
- Security organisations
- Education, training, careers and examining bodies
- Family, associates and representatives of the person whose personal data we are processing
- NHS and healthcare professionals
- Law enforcement organisation and courts
- Business associates and other professional advisers
- Suppliers and service providers
- Press and the media
- School trips organisations

## Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed, information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the GDPR.

## 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.

## Office for National Statistics

Under Section 17 of the Statistics of Trade Act 1947, we are legally required to share personal data with the Office for National Statistics.

## Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

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

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; and
- 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>

## 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 our designated Data Protection Officer at [dpo@harveygs.kent.sch.uk](mailto:dpo@harveygs.kent.sch.uk).

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

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

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/>

## Further information

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer  
The Harvey Grammar School  
Cheriton Road  
Folkestone  
Kent  
CT19 5JY

[dpo@harveygs.kent.sch.uk](mailto:dpo@harveygs.kent.sch.uk)

01303 252131

**A copy of this privacy notice is available on our school intranet**