

**CAWOOD CHURCH OF ENGLAND (VA)
PRIMARY SCHOOL**



**Employee Privacy Notice
(April 2020)**

Document Status			
Date of next review	April 27 th 2021 April 27 th 2022	Responsibility	Finance and Staffing Committee
Date of Policy Creation Version 1	April 2020	Reviewed annually	
Date of Policy Adoption by Governing Body 27.4.2020		Responsibility	Chair of the Finance and Staffing
Reviewed		Signed	
Method of Communication			
Website, Server			

This privacy notice has been written to inform prospective, current, and former employees of Cawood CE Primary School about how and why we process their personal data.

Who are we?

Cawood CE Primary is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. If you would like to discuss anything in this privacy notice, please contact (insert SPOC details) or Veritau Ltd. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk
01609 53 2526



***Please ensure you include the name of the School in all correspondence with the DPO**

What information do we collect and why do we need it?

The personal data we collect about you includes:

- Personal identifiers (your name, address, date of birth, employee or teacher number, national insurance number etc)
- Previous job experience and qualifications (including copies of certificates and employment references)
- Information about your employment attendance (including reasons) and performance (including disciplinary information)
- Information about your ethnicity, religious beliefs, gender and trade union membership (for the purposes of equality monitoring)
- Information about your right to work
- Relevant medical information which affects your employment
- Emergency contact information of those individuals you identify
- Financial information, including bank account information, tax, national insurance and pension contributions to facilitate salary payments
- Contract information, including post, roles, start date, hours worked etc.

Methods of collecting this information about you:

- Documents supplied by you in the course of your job application
- Checks carried out with professional bodies
- Information provided by previous employers

We process your information for the reasons outlined below. This is in order to fulfil our obligations associated with your employment in line with Article 6(1)(b) (contractual obligation), Article 6 (1)(c) (legal obligation) and Article 9 (2)(b) (employment and social security and social protection law) of GDPR:

- Contractual requirements
- Employment checks e.g. right to work in the UK
- Salary requirements
- Inform the development of recruitment and retention policies, and to allow us to monitor whether these policies are effective in promoting diversity in the workforce
- We also may retain some information for historical and archiving purposes in the public interest

Most of the personal information we collect from you is mandatory in order to fulfil the obligations stipulated above, however some of the information that we may ask you to provide is voluntary, for example additional ethnicity information. In this instance, we rely on Article 6(1)(a) (consent) and Article 9 (2)(a) (explicit consent) to process this information. We will inform you of your choice not to provide this information prior to collection of the data.

Photographs

We will seek your consent to use your photo on our website. Please note that you can withdraw this consent at any time.

Where we are processing your personal data with your consent you have the right to withdraw that consent. If you change your mind, or are unhappy with our use of your personal data, please let us know by contacting the office administrator and/or the Headteacher.

Who has access to your personal data?

Your information will only be made available to those who need it to do their job in relation to your employment. This includes your line manager(s), the business manager, and relevant administrative staff.

Your name, job title, work email address, telephone number, photograph and office base will be available in our internal telephone directory which is accessible to the admin officer and the Headteacher.

Who do we share your personal data with?

We will share your information with the following organisations:

- The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our school employees with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments
- HM Revenue & Customs
- Department of Work and Pension, if applicable
- Pension Fund/Teachers' Pensions fund
- Any salary sacrifice arrangement you sign up to eg a charity, Everybody Benefits
- Your trade union, if applicable
- Payroll administrator, the admin officer and North Yorkshire employment support.
- Disclosure and barring service to conduct criminal record checks, if applicable
- Prospective future employers, landlords, letting agents, or mortgage brokers where you have asked them to contact us to seek a reference

We have duties under the Freedom of Information Act 2000 to disclose information we hold unless there is a very good reason to withhold it. Therefore, we may disclose your name and work email address publicly in response to a request if we are required to do so.

The school also has a specific duty (section 537A of the Education Act 1996) to share your information with the Department of Education for the purpose of the annual school census.

How long do we keep your personal data for?

Cawood CE Primary will keep your data in line with our Information Policy. Most of the information we process about you will be determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

Do you transfer my data outside of the UK?

Generally the information that the school holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access.

What rights do you have over your data?

Under GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.org.uk // 0303 123 1113

Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on Monday 27th April 2021.