



Privacy Notice for STAFF

What is a Privacy Notice?

A Privacy Notice sets out how we use personal data (information) that we hold about individuals. The General Data Protection Regulation (GDPR) requires us to publish this information. This Privacy Notice explains how we collect, store, use and share personal data about our staff.

The types of staff personal data that we collect, hold and share include:

- Personal information (such as name, address, employee/teacher number)
- Recruitment information (such as details of application, references, results of DBS checks, personal identification)
- Special categories of data (such as age, gender, ethnicity, relevant health details)
- Contract information (such as start dates, hours worked, post, salary information)
- Payroll information (such as salary details, national insurance number, pension contributions)
- Work absence information (such as the number of absences and reasons for absence)
- Information relating to job performance (such as Performance Appraisal records, lesson observation notes, support plans)
- Records relating to adherence to school policies and staff code of conduct
- Qualifications and records of training

Why we collect and use this information

We use this personal data:

- to enable individuals to be paid
- to support staff development
- to comply with safeguarding requirements
- to enable the development of a comprehensive picture of the workforce and how it is deployed
- to inform the development of recruitment and retention policies

The lawful basis on which we use this information

We collect and use personal data in order to meet certain legal requirements. Under the GDPR, this is known as "Legal obligation". Relevant laws include:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments

We also process personal data because we need to do so as part of an individual's contract of employment with the school. Under the GDPR, this legal basis is known as "Performance of a contract".

Giving your consent

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.

Special Category Personal Data

Information such as health needs, ethnic origin, religious beliefs and biometric data is known as “Special Category Personal Data”. There are additional restrictions on how we can use sensitive information of this type.

How long do we keep your data?

We keep different types of data for different amounts of time, in accordance with our Retention Policy. This policy takes account of the retention schedules produced by the Information Record Management Society, which can be viewed at <http://irms.org.uk/page/SchoolsToolkit>.

Who we share personal data with

We are required to share information about our workforce members with our local authority (Leeds City Council).

We also share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring and evaluation, and links to school funding.

We do not share personal data with anyone else without consent unless the law and our policies allow us to do so. Where we share personal data with other third parties as part of our function as a school, these companies / organisations must comply with strict terms and conditions covering the confidentiality, security, retention and use of data (in many cases, data sharing in these circumstances may only involve the sharing of name and email address). They include:

- BlueSky (*online professional development platform*)
- Civica (*financial management system*)
- CPOMS (*child protection, safeguarding and student wellbeing management system*)
- eDofE (*for staff involved in the delivery of the Duke of Edinburgh Award*)
- Educational visits providers (*for staff participating in off-site visits*)
- Every (*school compliance management software*)
- Evolve (*our educational visits risk assessment system*)
- Examination boards (*eg for standardisation purposes*)
- FFT Aspire (*student achievement data analysis*)
- Firefly Learning (*virtual learning platform*)
- Fusion Business Solutions (*HR provider*)
- Initial Teacher Training providers
- Kerboodle (*online curriculum-based software*)
- Micro Librarian Systems (*school library management system*)
- Microsoft 365 (*email, OneDrive and Office functionality for staff*)
- Mymaths (*Maths website*)
- Murray Harcourt (*financial auditors*)
- Nationwide Retail Systems (*cashless catering*)
- North Yorkshire County Council (*for NQT provision*)
- Orovia BPS (*budget planning system*)
- Pearson ActiveLearn (*online curriculum-based software*)

- Red Kite Alliance (*training and networks*)
- Renaissance Learning: Accelerated Reader (*literacy software*)
- Sage (*finance software*)
- Salamander Active Directory (*ICT user account management system*)
- School Cloud Systems (*parents' evening booking system*)
- Showbie (*virtual learning platform*)
- SIMS (*Schools Information Management System*)
- SISRA Analytics (*student achievement data analysis*)
- TheSchoolBus (*online guidance and resource platform for schools*)
- Tucasi / Scopay (*payments / online banking system*)
- UCAS Progress (*online application system for post-16 education and training*)
- Unifrog (*online destinations platform for post-18 education and training*)
- Vacancy Filler (*online recruitment platform*)

Data collection requirements

The Department for Education (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. 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 (for example, via the school census) go to www.gov.uk/education/data-collection-and-censuses-for-schools.

Data Security

Prince Henry's has in place technical and organisational measures to ensure a level of security appropriate to the sensitive nature of the personal data that we use. We also provide data privacy awareness training for all staff.

Requesting access to your personal data

Under data protection law, you have the right to request access to information that we hold about you. To make a request for your personal information, contact our Data Protection Officer at dpo@princehenrys.co.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
- 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, please raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact dpo@princehenrys.co.uk.