



Harvills Hawthorn Primary School Privacy Notice School Workforce

Who processes your information?

Harvills Hawthorn Primary School is the data controller of the personal information you provide to us. This means we determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed. The person responsible for this is Ross Griffiths, Business Manager who can be contacted on 0121 557 1034.

SIPS Education is the Data Protection Officer. Their role is to oversee and monitor the school's data processing practices. This individual can be contacted on 0121 296 3000 or enquiries@sipseducation.co.uk

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

Why do we need your information?

Harvills Hawthorn Primary School has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school directly, or through a third party. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- School Staffing (England) Regulations 2009 (as amended)
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

Staff members' personal data is also processed to assist in the running of the school, and to enable individuals to be paid.

If staff members fail to provide their personal data, there may be significant consequences. This includes the following:

- Enable the development of a comprehensive picture of the workforce and how it is employed
- Inform the development of recruitment and retention policies
- Enable employees to start employment.
- Allow employees to continue in their employment.
- Enable employees to be paid.
- Ability to log into and use electronic services, such as computer login, permissions specific access (limiting you to areas that you are allowed to see) and online payroll.

Employment checks

Failure of a qualified teacher to provide the following (if applicable) could prevent employment at Harvills Hawthorn Primary School

- DBS check

- Barred List check
- Health check
- Professional and/or character references
- QTS check
- Ample proof of right to work in the UK
- Prohibition from Teaching check
- Identity check (including an acceptable form of photographic identification)
- Childcare Disqualification Disclosure check
- Staff Disqualification by Association check
- Qualifications check

Failure of non-teaching staff to provide the following (if applicable) could prevent employment at Harvills Hawthorn Primary School

- DBS check
- Barred List check
- Health check
- Professional and/or character references
- Ample proof of right to work in the UK
- Identity check (including an acceptable form of photographic identification)
- Childcare Disqualification Disclosure check
- Staff Disqualification by Association check

Employees found to be working illegally could face prosecution by law enforcement officers.

Salary requirements

Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.

Failure to provide accurate bank account data could lead to issues of delayed payments.

Which data is collected?

The personal data the school will collect from the school workforce includes the following:

- Names
- Addresses
- Date of Birth
- Contact details
- National insurance numbers
- Characteristics such as ethnic group
- Employment contracts
- Remuneration details
- Reimbursement details (for procurement - if applicable)
- Qualifications
- Absence information
- Next of kin
- Medical information
- Car Insurance and MOT for Business Use (if applicable)
- Car Registration Details (If Applicable)
- Documents of identification held for Disclosure and Barring Service Check

The collection of personal information will benefit both the DfE, The School and the LA by:

- Improving the management of workforce data across the sector.
- Enabling the 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.
- Supporting the work of the school teachers' review body.

Will your personal data be sought from third parties?

Personal data may be sought when applying for work with Harvills Hawthorn Primary School. This data will be in the form of a reference requests or character references for existing or previous employers. These referee's details are provided by the candidate, who will be asked upon application for an appropriate time for contact.

As part of the safer recruitment process, all staff members, volunteers and Governors will be subject to Enhanced with Barred List check under the Disclosure and Barring Service. These checks are undertaken with the Home Office, Police, Department of Education and Department of Health. These checks show details of spent and unspent convictions, cautions, reprimands and final warnings held on police records, as well as any information held by the police considered relevant to the role being applied for. A check of barred lists also includes a check of whether a person has been barred from working with regulated activity with children and vulnerable adults.

The check is performed by ACRO, the Criminal Records Office and is undertaken on Harvills Hawthorn Primary School's behalf by Payroll People Solutions, a DBS Umbrella Body, Harvills Hawthorn Primary School's Human Resources Solution provider.

How is your information shared?

Harvills Hawthorn Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so.

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.

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.

We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

How long is your data retained for?

Staff members' personal data is retained in line with Harvills Hawthorn Primary School's Data Retention Policy.

Personal information may be retained for the following periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please refer to our Data Retention Policy.

What are your rights?

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that Harvills Hawthorn Primary School holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Staff members also have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how Harvills Hawthorn Primary School processes their personal data.

How can you find out more information?

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, school website link, the Gov.uk website, or download our GDPR Data Protection Policy and Data Retention Policy.

Declaration I, _____, declare that I understand:

- Harvills Hawthorn Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- There may be significant consequences if I fail to provide the personal data Harvills Hawthorn Primary School requires.
- Harvills Hawthorn Primary School may share my data with the DfE, and subsequently the LA.
- Harvills Hawthorn Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties.
- My data is retained in line with Harvills Hawthorn Primary School's Data Retention Policy.
- My rights to the processing of my personal data

Name	
Signature	
Date	