

Privacy Notice for Chevening (St Botolph's) CE VA Primary School Workforce (v7)

This notice explains what personal data (information) the school holds about you, how it is collected, how it is used and how it may be shared. The school is required to give you this information under data protection law.

Chevening (St Botolph's) CE VA Primary School collects, uses and is responsible for certain personal information about you and in this capacity is regulated under the Data Protection Act 2018 (DPA 2018). For the purposes of these laws the school is controller of that personal information.

Our Data Protection Officer is Satswana Limited, Suite G12, Ferneberga House, Alexandra Road, Farnborough, Hants, GU14 6DQ; info@satswana.com; phone 01252 759177.

The personal information the school collects and uses

Information collected

In the course of employing staff, the school collects the following personal information from you:

- Personal information (such as name, address, contact details, employee or teacher number, national insurance number, passport copy)
- Characteristics (such as gender, age, ethnic group)
- 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, where relevant, subjects taught)
- Relevant medical information

How the school uses your personal information

The school uses this information to:

- Enable individuals to be paid
- Support pension payments and calculations
- Enable sickness monitoring
- Enable leave payments (such as sick pay and maternity leave)
- Develop a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Inform financial audits of the school
- Fulfil our duty of care towards our staff
- Inform national workforce policy monitoring and development
- Operate a school closure chain

How long your personal data will be kept

The school will hold your personal information for 7 years after your leaving date; this is in line with KCC's personnel retention record keeping guidelines.

Reasons the school can collect and use your personal information

The school relies on having a legitimate reason as your employer to collect and use your personal information, to comply with our statutory obligations, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

We are required to share information about our workforce members under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

The school may share your personal information with

- Department for Education (DfE)
- Kent County Council Management Information
- Kent County Council Schools Financial Services
- Commissioned providers of personnel and payroll services; Capita HR (personnel and payroll)
- KCC Occupational Health (basic contact details)
- Cantium IT as our IT Provider, including their hosting of SIMS (School Information Management System) and Arbor
- Office 365 Microsoft Teams via BFC Networks Ltd
- Kent County Council Counter Fraud Team - as required by Part 6 of the Local Audit and Accountability Act 2014.
- CPOMs
- Nurture UK

The school will share personal information with law enforcement or other authorities if required by applicable law.

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.

The DfE 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 DfE has robust processes in place to ensure that the confidentiality of our data is maintained and that there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases 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 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.

Your Rights

Under the DPA 2018 you have rights which you can exercise free of charge which allow you to:

- Know what the school is doing with your information and why
- Ask to see what information the school holds about you (Subject Access Requests)
- Ask the school to correct any mistakes in the information that is held about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on the reason for using your information you may also be entitled to:

- Ask the school to delete information held about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how the school is using your information
- Stop the school using your information in certain ways

Chevening (St Botolph's) CE VA Primary School will always seek to comply with your request however it may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent the school delivering a service to you or its pupils.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the DPA 2018.

If you would like to exercise a right, please contact the School Bursar or Satswana Limited, Pembroke House, St Christophers Place, Farnborough, Hampshire, GU14 0NH; info@satswana.com

Keeping your personal information secure

Chevening (St Botolph's) CE VA Primary School have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. The school limits access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

The school also has procedures in place to deal with any suspected data security breach. The school will notify you and any applicable regulator of a suspected data security breach where it is legally required to do so.

Who to Contact and Where to go for Further Information

Please contact the school bursar or the DPO (as above) to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long the school has kept it for.

If you would like to get a copy of the information about you that KCC shares with the DfE or how they use your information, please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>

To find out more about the staff information we share with the DfE, for the purpose of data collections, go to <https://www.gov.uk/education/school-workforce-censuses>

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>