



# **New Invention Junior School**

## **Privacy Notice**

### **For Staff, Governors and Volunteers**

#### **What is a Privacy Notice?**

The Data Protection Act 2018 gives everyone the right to be informed about how their information is used by organisations. This Privacy Notice explains how New Invention Junior School uses information about its employees, individuals who attend school to volunteer their services, students on placements, or work experience and members of the Governing Board and its committees. If you can be identified from the information we hold, then this is known as “personal data”.

This Privacy Notice explains:

- why we use your personal data
- the reasons we need to do this
- what kinds of personal data we use
- where we collect your personal data from
- who we will share your personal data with
- how you can find out more.

#### **Who processes your information?**

New Invention Junior School is a “data controller”. This means that the school is responsible for deciding how to use personal data we hold about you. When your information is collected, used, shared, or destroyed, this is called “processing”.

We will only use your personal data where:

- We have a legal obligation (like safeguarding, recruitment checks, statutory returns to the government)
- We are performing a task in our role as a Public Authority (providing teaching and learning to our pupils)
- Where it is necessary as part of your contract of employment, or a service agreement we have with you
- If it is in your vital interest, or
- After we have sought your permission (consent)

In some cases, your personal data will be shared with other people, organisations or agencies who help us to undertake certain tasks or duties. If we share your personal data, we ensure that the same data protection standards are upheld by other people involved in processing your personal data. Sharing of your personal information will only take place where it is necessary for us to do so.

#### **The categories of staff / governance information that we process include:**

- personal identifiers and contacts (such as name, employee number, national insurance number, contact details and address)
- characteristics (such as ethnicity, gender, age)
- safeguarding information (such as DBS)
- relevant medical information (such as doctor’s details, medical conditions, allergies)

- work absence information (such as number of absences and reasons)
- qualifications (and where relevant, subjects taught)
- payroll information (such as salary, bank details, position, start date)
- governance details (such as role, start and end dates and governor ID)
- Images (photographs and video images)

### **Why do we collect and use your information?**

New Invention Junior School holds personal data relating to employees, governors and individuals who may visit or support the school in other ways. We may also receive information from previous employers, Local Authorities and/or the DfE. We may share personal data with other agencies as necessary under our legal obligations or otherwise in accordance with our duties as a Public Authority.

We will use your personal information for the following:

- the recruitment process and for carrying out pre-employment checks;
- safeguarding pupils;
- checking your identity and right to work in the UK;
- checking your qualifications;
- to keep an audit trail of the checks we have made and our relationship with you in case of employment claims;
- supporting the delivery of teaching and learning through curriculum resources and software;
- providing references to potential employers (where you have consented);
- to set up payroll and pension details, and to reimburse expenses;
- communicating with you, including for marketing purposes;
- carrying out our role as your employer or potential employer.

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed;
- b) inform the development of recruitment and retention policies;
- c) enable individuals to be paid.

We use governor data to:

- a) meet the statutory duties placed upon us.

We collect and use personal data in order to meet our legal requirements, perform public tasks, undertake duties that are necessary for the performance of a contract as set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR;
- Education Act 1996.

All maintained school governing bodies, under the [section 538 of the Education Act 1996](#) have a legal duty to provide the governance information as detailed above.

Whilst the majority of the personal data you provide is mandatory, some is provided on a voluntary basis. You will be informed whether you are required to provide this data or if consent is required for us to use it.

### **How long is your data stored for?**

Your personal data will be held securely in line with the school's Data Protection Policy and IRMS records management toolkit guidance on retention ([www.irms.org.uk](http://www.irms.org.uk)).

In accordance with GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### **Who we share workforce information with?**

The school will routinely share information with:

- The Department for Education
- The Local Authority (Walsall MBC) and its agencies
- Other Government agencies (where required)
- Ofsted
- The local National Health Trust and other health professionals
- Our Governors clerking service
- Education / training bodies
- Past / prospective employers
- Suppliers of educational and welfare services
- Professional advisors and consultants
- The provider of our HR and finance support (Services 4 Schools)
- Occupational Health advisors and clinicians
- The providers of therapy and support services (working with pupils in school)
- The systems we use to support remote working
- Our IT service provider (Walsall MBC)
- Providers of our pension schemes (TPS, LGPS)
- The providers of our entry system (Inventory)
- Our management information systems (Arbor, CPOMS)
- The providers of our Staff Absence Insurance (The Education Broker)

### **Why we share workforce and governor information?**

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

All data is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

All maintained school governing bodies, under [section 538 of the Education Act 1996](#) have a legal duty to provide the governance information as detailed above.

We do not share information about our governors with anyone without consent unless the law and our policies allow us to do so.

### **How the Government uses your data**

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce;
- links to school funding and expenditure;
- supports 'longer term' research and monitoring of educational policy.

The governor data we share with the DfE is entered manually on the GIAS system and held by the

DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

The governor data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements;
- will enable schools and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context;
- allows the department to be able to uniquely identify an individual and in a small number of cases, conduct checks to confirm their suitability for this important and influential role.

### **Data collection requirements**

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>.

### **Sharing by the Department of Education**

The Department of Education 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 of Education 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 the 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.

To contact the Department of Education: <https://www.gov.uk/contact-dfe>

### **What are your rights?**

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 Data Protection Officer at [postbox@invention-j.walsall.sch.uk](mailto:postbox@invention-j.walsall.sch.uk) or by writing to New Invention Junior School, Cannock Road, New Invention, Willenhall WV12 5SA. Please address letters: **For the attention of the Data Protection Officer.**

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
- a right to seek redress, either through the ICO, or through the courts.

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 or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Where can you find out more information?**

For more information about the Department of Education's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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