



The Crypt School Data Privacy Notice for Staff

Introduction

The General Data Protection Regulation (GDPR) is designed to make sure people's personal data is kept safe and not used inappropriately. "Personal data" means data that relates to a living individual who can be identified. It includes names, addresses and other contact details, photographs, identification numbers or online identifiers and location data.

This notice summarises why we collect personal data about people working for the School; how we use that data; and your rights in relation to the personal data the School holds about you.

The Crypt School is the data controller of the personal information you provide to us. This means the School determines the purposes for which, and the manner in which, any personal data relating to staff is to be processed. In some cases, your data will be outsourced to a third party processor. Where the School outsources data to a third party processor, the same data protection standards that The Crypt School upholds are imposed on the processor.

The Crypt School's Data Protection Officer is Gloucestershire County Council. Their role is to oversee and monitor the School's data protection procedures, and to ensure that they are compliant with the GDPR. Their contact details are 01452 583619 or schoolsdpo@gloucestershire.gov.uk

What data is collected?

The categories of school personnel information that we collect, hold and share (with appropriate people when required) include:

- Personal Information (such as name, date of birth, employee or teacher number, national insurance number, address and contact details, address history and proof of identity)
- Special categories of data, including personal characteristics information such as gender, age and ethnic group and health information
- Contract information (such as start dates, hours worked, post, roles, salary and pension information)
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)
- Performance management information
- CCTV images
- Bank account details for payroll
- In case of emergency, next of kin or contact details
- Driving licence data for mini bus drivers.

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis with your consent. In order to comply with the GDPR, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this.

Why do we collect and use information about you?

The Crypt School holds the legal right to collect and use personal data. We collect and use your data in order to meet legal requirements and to carry out our responsibilities (as your employer and as a school) under EU and UK law, including those in relation to:

- Articles 6 and 9 of the GDPR
- The Education Act 1996.

We use your data to:

- Enable individuals to be paid and comply with statutory deductions
- Meet our obligations to members of both Teachers' and Local Government Pension Schemes
- Conduct safe recruitment
- Support effective attendance and performance management
- Inform the development and implementation of effective and fair recruitment and retention policies
- Ensure business continuity (e.g. contacting you or family members if you are absent)
- Maintain a secure environment for pupils and staff, including through CCTV
- Maintain a secure ICT system, including through monitoring its use by you
- Enable relevant bodies to monitor or investigate the School's performance
- Support learning through use of educational applications
- Provide information about the School via its website and social media
- Provide prospective employer references at your request.

Storing personal data

We hold your data securely either on our school network, external servers (cloud storage) or in locked filing cabinets. Offices containing secure data have restricted access. We also make sure that people only have access to data that they need for their job. Access to any sensitive personal data is strictly restricted to only those who need to see it.

We keep staff payroll record information electronically for 7 years from the date of termination of employment. Staff and payroll paper records are retained for 14 years purely for pensions historic information and enquiries. After that, your record is disposed of securely. We use a company with special authorisation to destroy paper records of personal data.

CCTV images are destroyed after 62 days unless they are required in relation to a specific incident. Applications for employment are destroyed after six months from the date of interviews. Accident/injury at work records are retained for at least 4 years from the date of incident and then reviewed for retention or secure disposal.

Will my information be shared and why?

The Crypt School routinely shares personal information with:

- our local authority, Gloucestershire County Council (GCC)
- the Department for Education (DfE)
- the Department for Work and Pensions and the National Statistics Office

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

We are required to share information about our school employees with Gloucestershire County Council and the Department for Education under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. 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. More information about how the DfE uses school workforce personal data is set out in the Annex.

Requesting access to your personal data

Under data protection law, you have the right to request access to information about you that we hold. To make a request for your personal information, please make a request in writing on a Data Subject Access form, which is available from the School Office, and submit it to the IT Manager.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- withdraw your consent, where you have given us consent to use personal information
- prevent processing for the purpose of direct marketing (*The Crypt School does not provide data to any organisation or individual for marketing purposes*)
- object to decisions being taken by automated means (*The Crypt School does not take any decisions by automated means*)
- in certain circumstances, have personal data corrected, blocked, erased or destroyed; and
- 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, we request that you raise your concern with us in the first instance by contacting the Compliance Officer (foi@crypt.gloucs.sch.uk). Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Annex: Department for Education School Workforce Census

The School Workforce Census is a statutory data collection for all maintained nursery, primary, secondary, middle-deemed primary, middle-deemed secondary, local authority maintained special and non-maintained special schools, academies including free schools, studio schools and university technical colleges and city technology colleges in England. It also collects data on those staff members employed centrally by the local authority but who spend the majority of their time working in schools. The School Workforce Census collects information about individual teachers, teaching assistants and other school staff and some information about the schools themselves, such as the number of teaching vacancies. The individual information collected includes characteristics of staff, gender and ethnicity etc., types of contract and how they are deployed on full or part time, permanent, roles and responsibilities, salary details, sickness absence details, qualifications held and for a sample of secondary schools the curriculum taught. The School Workforce Census is collected on an annual basis in November.

To find out more about the school workforce 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>.

The department 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 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 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.

For more information about the department's data sharing process, please visit:

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

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