

Baguley Hall Primary School



Workforce Privacy Notice

This privacy notice explains how Baguley Hall Primary School collects, processes, holds and shares personal data about individuals we employ to work at our school, in line with our statutory responsibilities.

1. Information that we collect, process and use include:

- personal information (such as name, employee or teacher number, national insurance number, bank account, address, contact details, date of birth, next of kin and emergency contacts, nationality and entitlement to work in the UK, criminal record check);
- special categories of data for equal opportunities monitoring including characteristics information such as gender, age, ethnic group, disability, health, and trade union membership;
- contract information (such as the terms and conditions of employment; start dates, hours and days worked, post, tax, roles and salary / remuneration, including entitlement to benefits such as pensions);
- work absence information and annual leave (such as number of absences, including sickness absence, special leave and sabbaticals and the reasons for the leave); leave records (including maternity, paternity, adoption parental and shared parental leave);
- details of your qualifications (and, where relevant, subjects taught), skills, experience and employment history, including start and end dates, with previous employers;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including performance improvement plans and related correspondence;
- information about medical or health conditions, including disability for which the organisation needs to make reasonable adjustments;
- copy of birth certificate and passport (proof of ID/right to work in UK)
- photography (for example, CCTV footage, ID cards, staff photo for the school notice board)
- data about your use of the schools' information and communication system
- Video (live lessons)

2. Why we collect and use workforce information

We make sure that information we collect and use about our workforce is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

We share information to comply with statutory, regulatory and contractual obligations. These may include, but are not limited to:

- enable the development of a comprehensive picture of the workforce and how it is deployed (including the DFE workforce census);
- improve the management of workforce data across the education sector;
- to enable us to meet our contractual and legal obligations,
- pay salaries and pension contributions
- to undertake our responsibilities for safeguarding children, including safer recruitment
- to undertake pre-employment health screening and in work healthcare referrals in order to ensure colleagues fitness to work and obtain advice on adjustments or modifications that can be made, to fit the job role and work environment to the colleague
- to provide employee services and benefits (such as Bupa and pensions)
- to provide ICT and information services (e.g. Sims, Pupil Monitor)
- provide references on request for current and former employees;
- maintain accurate and up-to-date employment records;
- support effective performance management in line with the schools' statutory duty;
- inform our recruitment and retention policies;
- allow better financial modelling and planning;
- enable equalities and equal opportunities monitoring;
- support the work of the School Teachers' Review Body (Regulatory Body).

Under the General Data Protection Regulation (GDPR), the lawful bases on which we rely on for processing personal information for general purposes are:

- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- consent has been obtained from the data subject
- necessary for the performance of a contract with the data subject
- processing is necessary for compliance with a legal obligation (such as the Education Act (1996), Safeguarding of Vulnerable Groups Act (2006), and ...)

In limited circumstances, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your or someone else's vital interests (such as a matter of life and death)

When we collect 'special categories of personal data' e.g. information relating to a person's racial or ethnic origin or medical information, we will do so where we have explicit consent or where it is necessary for us to comply with our obligations under employment, social security or social protection laws.

Where we rely on your consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

3. Collecting staff information

We collect information in a variety of ways. For example, data is collected through application forms; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessments (for example, team development/appraisals).

In some cases, we collect personal data about you from third parties. For example, references supplied by former employers and/or information from criminal records checks (known as DBS checks) permitted by law.

Workforce data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

4. Storing workforce information

Data is stored in a range of different places, included in your school personnel file, on the single central record, SIMS, the IT system of the schools HR and Payroll provide, and in other IT systems (including the schools email system). The information is kept secure and is only used for purposes directly relevant to your employment.

We hold data securely for the set amount of time shown in our data retention schedule which is available on the school website

<https://www.baguleyhall.manchester.sch.uk/manchester/primary/baguleyhall/staging/pages/documentspolicies>

Whilst the Independent Inquiry into Child Sexual Abuse (formally the Goddard Inquiry) is running, it is a criminal offence under the Inquiries Act (2005) for anyone to knowingly destroy, alter or conceal records and information which is or may be relevant to the Inquiry. Therefore, whilst the inquiry is running, we are required to suspend the normal retention periods for holding workforce data.

5. Who we share workforce information with

We routinely share your personal information with the following:

- our local authority (including payroll and pensions)
- the Department for Education (DfE)
- future employers (for reference information)
- communication service providers
- IT service providers to enable access to services
- Statutory bodies such as the police, courts, tribunals and HMRC
- Your family or representatives (e.g. appointed Trade Union representatives)
- Suppliers and service providers, such as occupational health services, legal advisors and Human Resources advisors

- Ofsted

6. Why we share school workforce information

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

- **Local authority** - 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.
- **Department for Education (DfE)** - 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 of educational attainment.

7. Requesting access to your personal data

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 Mrs K Bulman, Headteacher either in person or via email to head@baguleyhall.manchester.sch.uk or telephone to 0161 998 2090. If the Headteacher is unavailable, a request should be made to an alternative member of the Senior Leadership Team or via the Data Protection Officer (DPO), whose details are available below.

Depending on the lawful basis above, you may 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

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please visit <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

8. DPO (Data Protection Officer)

Tom Powell,
Head of Internal Audit & Risk Management,
Manchester City Council,

Floor 6 (Mount St Elevation),
Town Hall Extension,
Albert Square,
Manchester,
PO Box 532,
M60 2LA

Telephone: 0161 600 7993

email: schools.dpo@manchester.gov.uk

9. Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **29/01/2021**

Appendix 1:

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PRIVACY NOTICE: ONLINE LEARNING AND LIVE LESSONS

Data Use

During the Covid-19 (Coronavirus) pandemic, we want to ensure that pupils are able to access a variety of online learning including 'live lessons' which will include a mixture of teaching and instruction and also giving pupils tasks to complete. These lessons will be hosted via the online video platform, Zoom.

When accessing the platform, staff will need to share some basic personal information in order to use the platform (i.e. name and agreed email address).

It is very important that your personal information is kept safe and there are measures in place to ensure this happens.

Our zoom charter explicitly states that all lessons are recorded for safeguarding purposes. This has been shared with staff, children and parents.

These recordings **will only** be converted and reviewed to address a **safeguarding** concern.

If necessary to review, they will be reviewed by the Headteacher or DSG officer only.

They will be retained for 12 months.

The zoom platform has its own GDPR/Privacy statements which can be reviewed at:

<https://zoom.us/gdpr>