



Hailey Hall School Privacy Notice

Privacy Notice - How we use School Staff Data

At Hailey Hall School we collect both Personal and Special/Sensitive Staff information. We are committed to the protection of all data for which we hold responsibility. The school acts as a Data Controller and as such is registered with the ICO and complies with the Principles of the Data Protection Act 1998. <https://ico.org.uk/for-organisations/guide-to-data-protection/data-protection-principles/> It also takes into account expected provisions of the General Data Protection Regulation which is new legislation due to come into force on May 2018.

The categories of school workforce information that we collect, process, hold and share include but are not limited to:

- personal information - such as name, employee or teacher number, national insurance number, date of birth, age, gender, DBS information, languages spoken, contact details, passport details, photographs.
- special categories of data including characteristics information such as ethnic group, religion, health data.
- 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)

We use this data for the Purposes of Processing Payroll and for the School Workforce Census for this purpose:

- To enable the development of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies
- To enable individuals to be paid

The lawful basis for using this information:

We collect and process pupil information as per Article 6 of the GDPR which covers lawful processing .

We collect and process sensitive (special) pupil information as per Article 9 of the GDPR.

For definitions of Personal and Sensitive (Special) Data please see the ICO definition:

<https://ico.org.uk/for-organisations/guide-to-data-protection/key-definitions/>

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>.

Collecting Staff information

The intention to share data relating to individuals to an organisation outside of our school shall be clearly defined within notifications and details of the basis for sharing given. Data will be shared with external parties in circumstances where it is a legal requirement to provide such information.

Any proposed change to the processing of individual's data shall first be notified to them.

Storing staff data

- We hold staff data in the form of paper staff records, in our SIMS database and these records are held for no longer than necessary . We do have an audit of all our data processing activities on our shared drive.
- The school recognises that the secure disposal of redundant data is an integral element to compliance with legal requirements and an area of increased risk.
- All data held in any form of media (paper, tape, electronic) shall only be passed to a disposal partner with demonstrable competence in providing secure disposal services. The company we use is called

Resolve it : <https://www.resolve recycling.co.uk/>

We have a copy of the companies privacy policy and know how to contact their Data Protection Officer if necessary. This company offers three types of data disposal and we have opted to use the “Secure Data Wiping Service”.

- All data shall be destroyed or eradicated to agreed levels meeting recognised national standards, with confirmation at completion of the disposal process.

Who we share staff information with

We routinely share staff information with:

- Our local authority
- The Department for Education (DfE)
- Other software providers such as CPOMS and Behaviour Watch

Why we share school workforce information

We do not share information about 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 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 Regulations 2007 and amendments.

Data collection requirements

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 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>

Requesting access to your personal data

Under data protection legislation, parents and pupils and staff have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact **our Data Protection Officer at dpo@haileyhall.herts.sch.uk or our Strategy Manager Mrs Julie Kinchlea [jkinchlea @Hailey Hall.herts.sch.uk](mailto:jkinchlea@Hailey.Hall.herts.sch.uk)**

Please note that we will answer requests for personal data within 30 days of receipt of the request form.

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 claim compensation for damages caused by a breach of the Data Protection regulations
- We regularly review and, where necessary, update our privacy information.
- If we plan to use personal data for a new purpose, we update our privacy information and communicate the changes to individuals before starting any new processing.

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. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Our Data Protection Officer at dpo@haileyhall.herts.sch.uk or our Strategy Manager jkinchlea@haileyhall.herts.sch.uk