Privacy Notice – Staff Data

What is this Privacy Notice for?

Tannery Drift First School, as a data controller, is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you and who we share it with, before, during and after your working relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR).

It applies to all current and previous employees, workers, volunteers, consultants and contractors.

It is important that you read this privacy notice together with our detailed staff privacy notice which contains more detailed information about our data processing and can be found on the staff server (policies file).

Why do we collect and use staff information?

We need data from you primarily to allow us to perform our contract with you, but also because we have a legal obligation to submit staff data to the Department for Education (DfE) and the Local Authority as well as other regulatory bodies.

We also use your data to support our function of running the school and for safeguarding purposes.

Where we collect data not covered by these reasons we will ask for your consent. This consent can be withdrawn at any time.

To find out more about the data collection requirements placed on us by the DfE (for example; via the School Workforce census) go to: https://www.gov.uk/education/data-collection-and-censuses-for-schools

What staff information do we collect, hold and share?

This is a wide range of information from name, date of birth, ethnicity etc. to NI number, bank account details, employment records etc.
For a more complete list see the detailed staff privacy notice.

How long do we keep the information?

We hold data securely for specific periods, as recommended by both national and local guidelines. Certain types of data may be held for longer, e.g., safeguarding. For more information on the recommended timescales please see the detailed staff privacy notice.

Who do we share your information with?

We may share information with the DfE, the Local Authority, and other bodies and organisations. We do not share information with anyone without consent unless the law or our policies allow us to do so. When we share personal data, we will provide the minimum amount necessary to fulfil the purpose for which it is required.

In certain circumstances, we may transfer, store and process your personal data outside the UK or European Economic Area.

For more details, please see the detailed staff privacy notice.

How can you request access to the information we hold?

Staff have the right to request access to information about them that we hold via a Subject Access Request (SAR). To make a request for your personal data, contact dpo@tannerydrift.herts.sch.uk. The legal timescales for the school to respond to a Subject Access Request is one calendar month. As the school has limited staff resources outside of term time, we encourage you to submit Subject Access Requests during term time and to avoid sending a request during periods when the school is closed or is about to close for the holidays, if possible. This will assist us in responding to your request as promptly and fully as possible. For further information about how we handle Subject Access Requests, please see the Data Protection Policy

For more information about Data Protection Regulations and your rights see:

https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/

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

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

The School Office who can make contact with the DPO on your behalf.

A more detailed version of this privacy notice can be found on the staff server.
Our Data Protection policy can be found on the staff server and the school website.