

## General Data Protection Regulations (GDPR) Privacy Notice for the School Workforce

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

### Who processes your information?

We, Liscard Primary School, Withens Lane, Liscard, CH45 7NQ, are the 'data controller' for the purposes of data protection law.

The Data Protection Officer is responsible for overseeing data protection within the school so if you do have any questions in this regard, please contact them on the information below: -

Data Protection Officer: Craig Stilwell  
Company: Judicium Consulting Ltd  
Address: 72 Cannon Street, London, EC4N 6AE  
Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)  
Telephone: 0203 326 9174

Our in-house data protection officer is Mrs Joanne Johnson (see 'Contact us' below).

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

### The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details, including telephone/mobile numbers and email addresses
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system
- Copies of qualification certificates

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, sickness records, occupational health reports, risk assessments and records of any reasonable adjustments

## Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- To share with other schools/services where you are visiting, e.g., name, photograph, DBS Certificate No. and Date of Certification
- For marketing purposes, only from Liscard Primary School / Friends of Liscard Primary School / Liscard Pirates Club
- Assessment of the quality of our services, for example.
  - To contact you for participation in surveys about our school and the services we offer

## Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

If staff members fail to provide their personal data, there may be significant consequences. This includes the following:

**Employment checks:** Failure to provide the school with ample proof of a right to work in the UK will prevent employment at Liscard Primary School.

Employees found to be working illegally could face prosecution by law enforcement officers.

**Salary requirements:** Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.

## Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, 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 vital interests (or someone else's interests)

Where you have provided us with 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.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

## How we store this data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Retention and Destruction Policy.

If you would like to obtain a copy of our Retention and Destruction Policy, please ask at reception or download it from our school website.

## Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Staff members' personal data is only sought from the data subject. No third parties will be contacted to obtain staff members' personal data without the data subject's consent, and your consent must be given in writing and be specific, e.g., to provide confirmation of your name, address, contract etc. to leasing/rental arrangements, for Benefits Agency etc.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about headteacher performance and staff dismissals
- The Department for Education
- Your family or representatives
- Educators and examining bodies
- Our regulator, e.g., Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations, including your GP and other medical professionals
- Professional advisers and consultants
- Charities and voluntary organisations, including Friends of Liscard Primary
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Your rights

As the data subject, you have specific rights to the processing of your data.

### How to access personal information we hold about you:

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

### Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

### Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

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### Our in-house data protection officer is Mrs Joanne Johnson

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **in-house data protection officer**:

- Mrs Joanne Johnson, 0151 638 3910 / [businessmanager@liscard.wirral.sch.uk](mailto:businessmanager@liscard.wirral.sch.uk)

*This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.*

## **Privacy Notice Addendum Re: Collecting Medical Data during the Coronavirus (COVID-19) Pandemic**

1.1 The law on protecting personally identifiable information, known as the General Data Protection Regulation (GDPR), allows Liscard Primary School to use the personal information collected from staff/parents/carers and pupils. This includes special category data such as medical data.

1.2 Due to this pandemic, we may need to ask for data that you have not previously supplied. This data will be collected for, and on behalf of Liscard Primary School to allow appropriate decisions to be made regarding assessing ability to return to school and ensure that appropriate measures are put in place to allow for this safe return.

1.3 Liscard Primary School, additionally may need to collect data about individuals that they reside with in order to factor in appropriate considerations for their wellbeing.

1.4 All data collected by Liscard Primary School will be processed in accordance with our retention, destruction, data protection and data security policies. For further information these can be found on the school's website.

1.5 The legal bases for using your data in these circumstances will be either (a) with your consent, (b) where it is necessary to process this data for the 'vital interests' of yourself or another person, (c) for the reasons of substantial public interest, (d) where it is necessary to assess the working capacity of an employee or (e) where it is in the interests of public health.

1.6 In the current pandemic, we may need to share select data with others. This can be with the NHS and emergency services, public authorities as well as other stakeholders. This will only be done where it is necessary and proportionate for us to do so.

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### Declaration

I, \_\_\_\_\_, declare that I understand:

- Liscard Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- There may be significant consequences if I fail to provide the personal data Liscard Primary School requires.
- Liscard Primary School may share my data with the DfE, and subsequently the LA.
- Liscard Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties.
- My data is retained in line with Liscard Primary School's Retention and Destruction Policy.
- My rights to the processing of my personal data.

**Name of staff member:**

\_\_\_\_\_

**Signature of staff member:**

\_\_\_\_\_

**Date:**

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