

LONG SUTTON PRIMARY SCHOOL



# Privacy Notice

---

School Staff

Document Control

Date	January 2019
Version Number	V1.0
Author	
Approved by	

## Contents

1. About us .....	2
2. Why do we collect your personal data? .....	2
3. What personal data do we collect? .....	2
4. Who do we get your personal data from? .....	3
5. Who do we share your personal data with? .....	3
6. How long do we keep your data for? .....	4
7. How do we keep your data safe? .....	4
8. Your rights .....	4
9. Further Information .....	5

## 1. About us

Long Sutton Primary School (the school) is the "Controller" of the personal data provided to it. This means the school is responsible for deciding how it holds and uses personal data about you in connection with your employment.

This notice will explain more about how we process your personal data.

## 2. Why do we collect your personal data?

We collect and use personal data about you to facilitate your working relationship with us. We will only use your personal data where the law allows us to and in most cases this is because it is necessary to perform the contract of employment and in the wider context of our legal obligations as an employer. More specifically, this will include but is not limited to:

- Making a decision about your recruitment and employment;
- Determining the terms on which you work for us;
- Checking you are legally entitled to work in the UK;
- Paying you and, where applicable, deducting tax and national insurance contributions;
- Liaising with your pension provider;
- Administering the contract we have entered into with you;
- Business management and planning, including accounting and auditing;
- Conducting performance reviews, managing performance and determining performance requirements;
- Gathering evidence for possible, grievance or disciplinary hearings;
- Making decisions about your continued employment or engagement;
- Making arrangements for termination of our working relationship;
- Education, training and personal development requirements;
- Dealing with legal disputes involving you, or other employees, including accidents at work;
- Ascertaining your fitness to work;
- Managing sickness absence;
- Complying with health and safety obligations;
- To prevent fraud;
- Equal opportunities monitoring;
- To monitor your use of our information and communications systems in line with the ICT Acceptable Use Policy.

We will not collect any personal data that we do not need in order to do this and as far as is reasonable and practicable, will ensure that the information recorded is accurate and kept up to date.

## 3. What personal data do we collect?

The personal data we collect may include:

- Personal contact details, such as name, address, telephone number and email address;
- Date of birth;
- Next of kin and emergency contact information;
- National Insurance Number;
- Teacher number;
- Bank account details, payroll records and tax status information;
- Salary, annual leave, pension and benefits information;
- Location of employment or workplace;
- Recruitment information (including copies of right to work documentation, references and any other information supplied by you as part of the application process);
- Employment records (including job titles, work history, working hours, training records and professional memberships);
- Performance information;
- Disciplinary and grievance information;
- Information about your use of our information and communication systems;
- Photographs.

We may also collect and use the following "special categories" of more sensitive personal information:

- Information about your race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Information about your physical and mental health, including any medical conditions, health and sickness records
- Information about criminal convictions and offences, including information from the Disclosure and Barring Service

#### **4. Who do we get your personal data from?**

We typically collect personal data about staff through the application and recruitment process, either directly from candidates, through an employment agency, from other third parties via references or through a background check provider.

We will collect additional personal information in the course of job-related activities throughout the period of your employment. Dependent on the circumstances, this may come from you, from managers and colleagues, from pupils and/or parents (sometimes anonymously) or from other professional organisations.

#### **5. Who do we share your personal data with?**

We will only share your information when it is necessary to do so and in accordance with the law. Internally, access to personnel files is strictly limited. Where applicable we may share your data with organisations that deliver services on behalf of the school.

Where necessary, we may share your personal data with the following categories of recipients:

- Local Authority
- Other schools
- Department for Education
- Occupational Health
- Legal Services
- Providers of goods and services
- Parent Teacher Associations
- Regulatory bodies e.g. General Teaching Council for England
- Professional advisors and consultants
- Police forces, other law enforcement and prosecuting authorities
- Department of Work and Pensions
- Her Majesty's Revenue and Customs
- Disclosure and Barring Service
- Courts and Tribunals

## **6. How long do we keep your data for?**

We are required to retain your personal data only for as long as is necessary in connection with your employment, after which it will be securely destroyed in line with the school's retention policy or the specific requirements of the organisation that has shared the data with us.

Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need. Retentions periods are defined within the school's retention guidelines which are available on request.

## **7. How do we keep your data safe?**

Your data is held securely and in accordance with the schools information security policy. The school ensures that appropriate technical and organisational measures are in place to keep your information safe and to reduce the risk of loss and theft.

Access to personnel information is strictly controlled.

Data protection training is made available to all staff and there are a number of policies in place that all staff are required to abide by when processing personal data.

Your personal data is not processed outside of the EU by the school or any of its service providers.

## **8. Your rights**

You have a number of rights in relation to your personal data.

You are entitled to access any personal data we hold about you and you can also request a copy. To make a request for your personal data, please contact the school's Data Protection Officer (details provided below).

You can also request that we correct any personal data we hold about you that you believe is inaccurate; request that we erase your personal data; request that we stop processing all or some of it and request that automated decisions are made by a person.

If we have asked for your consent to process your data, you have the right to withdraw that consent at any time.

We are obliged to consider and respond to any such request within one month.

## **9. Further Information**

If you wish to submit a request, make a complaint or discuss the way in which your personal data is processed, please contact:

Long Sutton Primary School,  
Dick Turpin Way,  
Long Sutton,  
Spalding,  
Lincolnshire,  
PE12 9EP

Tracey Roscher  
School Business Manager  
[tracey.roscher@longsutton.lincs.sch.uk](mailto:tracey.roscher@longsutton.lincs.sch.uk)  
01406 363381

Joe Lee (ARK IT Services)  
Data Protection Officer  
[Joe.Lee@ark.me.uk](mailto:Joe.Lee@ark.me.uk)  
01775 720252

You can access further information about your rights and the schools data protection obligations from the Information Commissioner's Office. The Information Commissioner's Office is the independent regulator responsible for data protection and is able to consider any complaint you may have about the way your data has been processed. For more information about the Information Commissioner's Office, please visit [www.ico.org.uk](http://www.ico.org.uk).