



Kirton Primary School Staff Privacy Notice

September 2024

Kirton Primary School is the data controller for the collection of personal information. Under data protection law, individuals have a right to be informed how the school uses any personal data we hold about them.

This privacy notice explains how we collect, store and share personal data about individuals we employ or otherwise engage to work in our schools. This is in line with our statutory responsibilities.

We take the security of this data very seriously. We have policies and controls in place to ensure that data is not lost, accidentally destroyed, misused or disclosed plus that it is only accessed by relevant employees and service providers whilst performing of their duties.

Information we collect, process and use:

- Personal information, such as name, employee number, teacher number, NI number, bank account, address, contact details, DOB, gender, emergency contact details including contact numbers, nationality including the entitlement to work in the UK, criminal record check. Photocopies/scan copies of these may also be stored.
- Categories of data for equal opportunities monitoring including but not limited to, ethnic group and disability.
- Contract/employment information including terms & conditions of employment, start dates, working schedule, job title, tax, salary/ remuneration including entitlement to benefits including pension.
- Absence information including the number of absences and the reasons for these. This may be sickness, special leave or sabbaticals.
- Other leave records including maternity, paternity, adoption, shared parental leave and holiday leave for all year round employed staff.
- Details of qualifications, skills, experience and employment history including the start and end dates with previous employers.
- Details of any disciplinary or grievance procedures the employee has been involved in including any warnings issued and related correspondence.
- Performance assessments including improvement plans and related correspondence.
- Information about medical or health conditions, including disabilities for which we need to make reasonable adjustments.
- Details of trade union membership.
- Photograph for the school MIS system and depending on the job role, the transition leaflet sent to parents.
- Data about your use of the school's IT system and software packages.

We collect this information in many ways. For example, data is collected through employment application forms; from a passport or other ID documents; from forms

completed at the start of the recruitment process; through interviews, meetings or other assessments such as performance management.

We also collect personal data from third parties such as former employees for references and from the criminal records bureau when we process DBS applications.

The reasons we collect this information about our staff:

- Enable a comprehensive picture of the workforce and how it is deployed.
- Improve the management of workforce data across the education sector.
- To enable us to meet our contractual and legal obligations.
- Maintain accurate and up to date employment records.
- Processing of staff pensions.
- Provide reference requests for past and present employees.
- Facilitate safer recruitment as part of our safeguarding obligations.
- Support effective performance management in line with the schools' statutory duty.
- Inform our recruitment and retention policies.
- Allow for better financial modelling and planning.
- Enable equal opportunities monitoring.

The lawful basis on which we process data

Personal information is collected to meet and discharge our contractual obligations and statutory duties as an employer. For those who fail to provide the personal information requested, we may not be able to provide them with employment or the service for which they are entitled or request.

The legal basis for the use of this personal data will be one or more of the following:

- To satisfy our legal obligations and statutory duties as the employer.
- To carry out a task in the public interest or in the exercise of official authority in our capacity as a school.
- To meet our contractual obligations in relation to employees' statement of employment contract with the school.

Collecting workforce information

Workforce data is essential for the school and the local authority's operational use. The majority of personal information provided to us is mandatory, but some is requested on a voluntary basis. If an employee does want to share certain information, we will confirm whether this is a mandatory item.

Storing workforce information

Data is stored in a range of different places including in an employee's personnel file (paper and in the 'cloud'), the single central record, our MIS system Integris, the IT system of the LA's HR and Payroll provider and in other IT systems such as the school email systems. The information is kept secure and is only used for purposes directly relevant to that person's employment.

When an employment with us ends, we will retain the file and delete information in it according to the school's retention guidelines.

Who we share workforce information with

We do not share information without the person's consent unless the law and our policies allow us to do so.

We may share personal information with the following organisations who are also Data Controllers:

Our Local Authority – Lincolnshire County Council	We are required to share information about our workforce members – The Education (Supply of Information about the School Workforce) (England) Regulations 2007
The Department for Education (DfE)	<p>This is shared on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation and links to school funding/expenditure plus the assessment of educational attainment.</p> <p>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. This included maintained schools, academies, free schools and special schools including Pupil Referral Units and Alternative Provision.</p> <p>All state funded schools are required to submit a census submission as it is a statutory return under sections 113 and 114 of the Education Act 2005.</p> <p>More information can be found here: https://www.gov.uk/education/data-collection-and-censuses-for-schools</p> <p>Information about the DfE's data sharing process can be found here: https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data</p> <p>All data is transferred and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework. https://www.gov.uk/government/publications/security-policy-framework</p>
Lincolnshire County Council	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 (Supply of Information about the School Workforce) (England) Regulations 2007.

We may also share employee's information with the following:

- Employee's family or representatives
- Police, courts, tribunals
- Ofsted
- Trade Unions
- Health Authorities/Ambulance Services

Your Rights

- You are entitled to request access to any personal data we hold about you and you can also request a copy.
- You can also request that we correct any personal data we hold about you that you believe is inaccurate;
- To exercise any of your rights please contact the schools Data Protection Officer, contact details below.

Further Information

If you wish to make a request or make a complaint about how we have handled your personal data, the Data Protection Officer for Kirton Primary School is:

Mrs J Harker, School Business Manager

Contact number: 01205 722236

Email: enquiries@kirton-boston.lincs.sch.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) www.ico.org.uk