

## Privacy Notice

### (Staff, Governors, Supply staff and Volunteers)

#### Categories of information that we process:-

These include:

- personal information (contact details, pay number, NI number)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, FTE, role)
- work absence information (such as number of days missed due to sickness absence)
- medical needs
- qualification level

This list is not exhaustive, to access the current list of categories of information we process please see Mrs M Joseph, SBM.

#### Why we collect and use information

We use data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) improve the management of workforce data across the sector
- c) inform the development of recruitment and retention policies
- d) enable individuals to be paid
- e) enable monitoring of selected protected characteristics

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- Article 6 of the GDPR in respect of public task, consent, contract or legitimate interests

**For DfE data collections, click on the link to see relevant legislation:- [data collection](#).**

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing special category data are :

- Article 9 – legitimate activities, obligations, medical.

#### Collecting information

We collect personal information via application forms, DBS requests, absence forms, medical reports.

Workforce data is essential for the local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

#### CCTV

Our school uses Closed Circuit Television cameras for the purposes of monitoring our premises and to support any pupil behavioural policies. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the police to assist with crime prevention or at the behest of a court order.

#### Storing information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see Mrs M Joseph, SBM.

## Who we share information with

We share data with third parties for operational reasons. The third party suppliers are:-

Third Party	Type of Information shared
Dataplan – Payroll system	Personal - sensitive
Department for Education	Official-sensitive
Educational software providers	Personal - sensitive
Educational visit providers	Personal - sensitive
Edukey Education Ltd (SEN & Safeguarding data)	Personal-sensitive
LGFL	Personal
London Borough of Redbridge	Official-sensitive
Out of school activities	Personal - sensitive
Pabulum – School caterers	Personal - sensitive
ParentPay – online payment system	Personal - sensitive
RM Integris	Official-sensitive
Renato software - safeguarding	Personal
Smartlog - Business Compliance software	Personal
SAMPeople – HR software for schools	Personal - sensitive
School Ping – messaging system	Personal
East Sussex HR services (inc. Occupational Health)	Official – sensitive
YEP – school photographs	Personal

## Why we share information

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so. We share workforce data with the Department for Education (DfE) on a statutory basis. We are required to share information about our workforce with our local authority (LA) and the Department for Education (DfE).

### Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our workforce with the Department for Education (DfE) for the purpose of those data collections.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

### Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the school office.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing

- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask 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/>. More information about your rights is available [here](#).

## Contact

If you would like to discuss anything in this privacy notice, please contact us via the school office. The school has a Data Protection Officer who is responsible for data protection matters and can be contacted by email at [data.protection@redbridge.gov.uk](mailto:data.protection@redbridge.gov.uk).

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school office on via [admin@geariesprimaryschool.co.uk](mailto:admin@geariesprimaryschool.co.uk).

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in November 2024.

## How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs government policy on matters related to child and family social workers
- may be used to inform the distribution of funding to local authorities
- supports 'longer term' research and monitoring of children's social care policy

## Data collection requirements

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/guidance/childrens-social-work-workforce-census-guide-to-submitting-data>

## Sharing by the Department

The Department may share information about 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 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.

To contact the department: <https://www.gov.uk/contact-dfe>