

## Privacy Notice - for the school workforce

### The use of your personal data

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 **pupils**.

**Al-Noor Primary School**, 619-629 Green Lane, Ilford, IG3 9RP, is the '**data controller**' for the purposes of data protection law.

**Please note our Data Protection Officer is the DPO at the London Borough of Redbridge** and they can be contacted at [dataprotection.schools@redbridge.gov.uk](mailto:dataprotection.schools@redbridge.gov.uk).

### 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
- 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 an application form, CV, 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
- Punctuality and attendance data
- Copy of driving licence or other proof of ID
- Copy of bills or other evidence of home address
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

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
- Trade union membership
- Health, including any medical conditions, and sickness records

### Why we use this data

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

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- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management and the award of performance related increments to staff salaries
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector

## **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)
- We have legitimate interests in processing the data – for example, when inviting others to observe your teaching.

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.

## **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.

## **How we store this data**

Personal data is stored in line with our Data Protection policy.

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 [record retention schedule](#). We have adopted the [Information and Records Management Society's toolkit for schools](#) which sets out how long we keep information about staff members.

This document can be viewed online for free at: [http://irms.org.uk/?page=schoolstoolkit&terms=.](http://irms.org.uk/?page=schoolstoolkit&terms=)

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## 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.

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
- The Department for Education – to provide mandatory information on school staffing and, following disciplinary action, in the event a teacher or school leader/trustee is deemed unsuitable to work with children
- The Disclosure and Barring Service – following disciplinary action, in the event a teacher of EYFS is deemed unsuitable to work with children
- Your family or representatives – to meet our duty of care for your welfare
- Educational service providers – to engage services that enrich learning and assist the school to deliver the curriculum or support your professional development
- Our school regulator, Ofsted – following disciplinary action, in the event a teacher of EYFS is deemed unsuitable to work with children
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Financial organisations – to ensure you are paid and to analyse school finances to ensure efficiencies
- Central and local government – to meet our legal obligations to share certain information
- Our auditors – to demonstrate the school's financial or regulatory compliance and performance
- Survey and research organisations – to share information to analyse trends in the school's performance
- Health authorities – to meet your vital interests in the event of medical emergencies
- Social welfare organisations – to promote your health and well-being
- Professional advisers and consultants – to enhance the school's financial or educational performance
- Charities and voluntary organisations – to enhance pupil learning experiences or comply with legal obligations to share information
- Police forces, courts, tribunals – to comply with legal obligations to share information
- Professional bodies – to comply with legal obligations to share information
- The National Health Service (NHS)

## 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

### How to access personal information that 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:

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- 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.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact the School's Office Manager.

### Your other rights regarding your data

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

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to 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 School's Office Manager.

### 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.

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 **data protection officer at the London Borough of Redbridge** at [dataprotection.schools@redbridge.gov.uk](mailto:dataprotection.schools@redbridge.gov.uk).

*This notice is based on the Department for Education's model privacy notice for pupils, amended for the school workforce and to reflect the way we use data in this school.*