

Privacy Notice (How we use school workforce information)

In accordance with UK data protection law individuals have the right to know what personal data we hold about them, and for what purpose.

This Privacy Notice explains how we collect, use, store and share personal data about members of staff. In data protection law, these activities are called data processing.

The categories of school workforce information that we collect, process, hold and share include (not exhaustive):

- Personal information (such as name, employee or teacher number, national insurance number, home address, personal telephone contact details and next of kin/emergency contact)
- Special categories of data including characteristics information such as gender, age, ethnic group
- Relevant medical and disability information
- Contract information (such as start dates, hours worked, post, roles, salary and pension information)
- Work absence information (such as number of absences and reasons such as sickness and maternity, adoption and paternity leave)
- Qualifications (and, where relevant, subjects taught)
- Discipline, grievance, performance management, monitoring of teaching standards and absence management information
- Evidence of the right to work in the UK
- Biometric data for the use with the cashless catering system
- Signing in/out register
- Images on CCTV
- Involvement in school trips.

Why we collect and use this information

We use school workforce data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- To meet the requirements of the Keeping Children Safe in Education regulations and safeguarding our pupils
- To contact staff and other nominated person in the event of an emergency or unforeseen urgent circumstance.
- To enable school to provide access to school systems – e.g. SIMS, Parent Pay
- Defense of legal claims
- To comply with the Department for Education regulations
- To plan and monitor expenditure on staff salaries within the school's budget
- To comply with legislation in relation to data sharing

The lawful basis on which we process this information

School collects and processes this information under the powers given to schools and local authorities for the legitimate interests of the controller or third party, where applicable.

The following categories of lawfulness apply:

- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary to protect the vital interests of a data subject or another person
- Processing is necessary for carrying out obligation under employment, social security or social protection law, or a collective agreement.
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity
- Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems

An example of a legal obligation for data collection purposes (Departmental Censuses) is the Education Act 1996 – this information can be found in the guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

In the rare circumstances that we can't rely on a specified legal authority to process your information, we will obtain your express consent first.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold school workforce data in line with the Information Records Management Society. <http://irms.org.uk>.

Who we share this information with

We routinely share this information with:

- Our local authority
- The Department for Education (DfE)
- The school's insurance company
- Payroll and personnel administration service
- Human Resources service
- Our text messenger service
- Other software providers, so that you can carry out your duties, for example ePraise, CPOMS, Evolve etc.
- Other education providers such as Northern and the LLA etc.

We will share your information with third parties with whom the school enters into a contract for the delivery of services such as payroll and occupational health.

Why we share school workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

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 and amendments.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

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/education/data-collection-and-censuses-for-schools>.

The department may share information about school 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 school 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.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

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, in the first instance contact the **Executive Principal / Data Protection Officer**.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

Complaints

We take complaints about our processing of personal data very seriously. If you believe our processing of your personal data or that of your child is unfair, misleading or inappropriate or have any other concern about the way we are collecting or using your personal data, we request 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/make-a-complaint/> or telephone 0303 123 1113, or write to: ICO, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Further information

If you would like to discuss anything in this privacy notice, please contact:

Dave Wood – Data Protection Officer

Email: info@carrmanor.org.uk

Privacy Notice (How we use pupil information)

In accordance with UK data protection law individuals have the right to know what personal data we hold about them, and for what purpose.

This Privacy Notice explains how we collect, use, store and share personal data about pupils and their parents/carers. In data protection law, these activities are called data processing.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special Educational Needs information
- Exclusions / behavioural information
- Post 16 learning information
- Biometric data for use with the cashless catering system

Why we collect and use this information

We use the pupil data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To assist with our administration and communication systems – for example, text messaging and cashless services in school.

The lawful basis on which we use this information

We collect and use pupil information in accordance with **the lawful basis for collecting** and using pupil information specified in the GDPR (Articles 6 and 8).

- Processing is necessary for compliance with a legal obligation – an example is Education Act 1996 census – this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Explicit consent of the data subject

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data in line with the Information Records Management Society Toolkit for Schools https://c.ymcdn.com/sites/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf

Who we share pupil information with

We routinely share pupil information with:

- Schools or colleges that pupils attend after leaving us at age 16
- Our local authority
- The Department for Education (DfE)
- NHS
- Educational support system providers such as CPOMs, ePraise, TargetTracker etc.
- Educational providers such as Northern and the LLA etc.

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- Youth support services
- Careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- Post-16 education and training providers
- Youth support services
- Careers advisers

For more information about services for young people, please visit our local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases 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 store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the **Executive Principal / Data Protection Officer**.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

Complaints

We take complaints about our processing of personal data very seriously. If you believe our processing of your personal data or that of your child is unfair, misleading or inappropriate or have any other concern about the way we are collecting or using your personal data, we request 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/make-a-complaint/> or telephone 0303 123 1113, or write to: ICO, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Contact

If you would like to discuss anything in this privacy notice, please contact:

Dave Wood – Data Protection Officer

Email: info@carrmanor.org.uk

Privacy Notice for Applicants

In accordance with UK data protection law individuals have the right to know what personal data we hold about them, and for what purpose.

The school is registered with the information Commissioners Office (ICO) under the provisions of the UK GDPR and Data Protection Act 2018. We take our responsibilities under data protection law very seriously.

This Privacy Notice explains how we collect, use, store and share personal data about job applicants. In data protection law, these activities are called data processing.

What is this information?

We may collect some or all of the following information about you as part of our recruitment process:

- Name, address and contact details
- Application data and application history
- Education and employment details
- Gender, ethnicity, disability, sexual orientation and religion/belief
- Date of birth and national insurance number, Identification, Immigration and Asylum details, i.e. right to work in the UK
- References if you are invited to interview
- Right to work in the UK and supporting documentation if you are invited to interview
- Copies of qualifications if you are invited to interview

Who uses this information?

People involved in the recruitment process for example, Executive Principal and Governors.

What authority do we have to collect and use this information?

Under the GDPR we collect and use this information under powers given to schools for the legitimate interests of the controller or third party, where applicable.

The following categories of lawfulness apply:

- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity

In rare circumstances where no legal authority exists to use your information, we will obtain your express consent first.

What is ‘personally identifiable data’ (PII)?

The term PII relates to any data that could potentially identify a living person. The following fields in Human Resources are classified as PII: name, age, address, place of birth, date of birth, gender, national insurance number, any application data and any information about an individual that can be used directly, or in connection with other data, to identify, contact or locate that person.

Why do we use this information?

We use this information in the course of recruiting members of staff.

Who are we likely to share this information with?

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

With the local authority and our HR services provider to allow managers to manage recruitment processes.

How do we keep this information secure?

Your information is stored securely on database and document management systems with stringent limited access. All access to documents is limited to only those staff involved within the recruitment process.

How long do we keep this information?

Documents are kept for a period of 6 months following the end of the recruitment process. If you are successfully appointed into a post, your data will be held in line with school policies. A copy of the staff privacy notice will be provided to you upon appointment with full details.

What are your rights?

You have the right to request that we stop processing your personal data. Wherever possible, we will seek to comply with your request but we may need to hold or process information in connection with one or more of the school’s legal functions.

If you have any questions about our use of this data, or you wish to request a copy of the information we hold about you, or you wish to discuss your rights in relation to opting out from these processes, please contact our **Data Protection Officer, Dave Wood** who can be contacted by email at info@carrmanor.org.uk

Privacy Notice (How we use volunteer workforce information)

In accordance with UK data protection law individuals have the right to know what personal data we hold about them, and for what purpose.

This Privacy Notice explains how we collect, use, store and share personal data about volunteers which includes school governors and associate members. In data protection law, these activities are called data processing.

The categories of volunteer workforce information that we collect, process, hold and share include (not exhaustive):

- Personal information (such as name, employee or teacher number, national insurance number, home address, personal telephone contact details and next of kin/emergency contact)
- Special categories of data including characteristics information such as gender, age, ethnic group
- Relevant medical and disability information
- Qualifications (and, where relevant, subjects taught)
- Biometric data for the use with the cashless catering system
- Signing in/out register
- Images on CCTV
- Involvement in school trips

Why we collect and use this information

We use school volunteer workforce data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- To meet the requirements of the Keeping Children Safe in Education regulations and safeguarding our pupils
- To contact staff and other nominated person in the event of an emergency or unforeseen urgent circumstance.
- Defense of legal claims
- To comply with legislation in relation to data sharing

The lawful basis on which we process this information

School collects and processes this information under the powers given to schools and local authorities for the legitimate interests of the controller or third party, where applicable.

The following categories of lawfulness apply:

- Processing is necessary for compliance with a legal obligation
- Processing is necessary to protect the vital interests of a data subject or another person
- Processing is necessary for carrying out obligation under employment, social security or social protection law, or a collective agreement.

- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity
- Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems

In the rare circumstances that we can't rely on a specified legal authority to process your information, we will obtain your express consent first.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold school volunteer workforce data in line with the Information Records Management Society. <http://irms.org.uk>.

Who we share this information with

We routinely share this information with:

- Our local authority
- The Department for Education (DfE)
- The school's insurance company
- Payroll and personnel administration service
- Human Resources service
- Our text messenger service
- Other software providers, so that you can carry out your duties, for example ePraise, CPOMS, Evolve etc.
- Other education providers such as Northern and the LLA etc.

We will share your information with third parties with whom the school enters into a contract for the delivery of services such as payroll and occupational health.

Why we share school volunteer workforce information

We do not share information about volunteers with anyone without consent unless the law and our policies allow us to do so.

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, in the first instance contact the **Executive Principal / Data Protection Officer**.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

Complaints

We take complaints about our processing of personal data very seriously. If you believe our processing of your personal data or that of your child is unfair, misleading or inappropriate or have any other concern about the way we are collecting or using your personal data, we request 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/make-a-complaint> or telephone 0303 123 1113, or write to: ICO, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Further information

If you would like to discuss anything in this privacy notice, please contact:

Dave Wood – Data Protection Officer

Email: info@carrmanor.org.uk