



# Monken Hadley CE Primary School

*Seek what is good, treasure what is true, do what is right.*

## PRIVACY NOTICE (How We Use Staff Information)

### Who processes staff information?

Monken Hadley CE School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to staff is to be processed. The Headteacher acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 020 8449 0989 or [office@monkenhadley.barnetmail.net](mailto:office@monkenhadley.barnetmail.net).

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Monken Hadley CE School upholds are imposed on the processor.

Clare Mehegan is the data protection officer for the school and her role is to oversee and monitor the School's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted at [clare.mehegant@london.anglican.org](mailto:clare.mehegant@london.anglican.org).

### How we use school workforce information

The school workforce includes all those employed to teach, or otherwise engaged to work, either on a paid, contracted or voluntary basis, at Monken Hadley CE School.

### Why we collect and use this information

We use school workforce data to:

- enable individuals to be paid;
- facilitate safe recruitment;
- support effective performance management;
- enable the development of a comprehensive picture of the workforce and how it is deployed;
- inform the development of recruitment and retention policies;
- allow better financial modelling and planning.

### The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number, address history and proof of identity);
- special categories of data including characteristics information such as gender, age, ethnic group;
- contract information (such as start dates, hours worked, post, roles and salary information);
- work absence information (such as number of absences and reasons) and relevant medical information;
- qualifications (and, where relevant, subjects taught).

### The lawful basis on which we process this information

We process this information under the Data Protection Act 1998, and according to guidance published by the Information Commissioner's Office and the Department for Education. Under Article 6 of the GDPR, which comes into effect from 25 May 2018, the lawful basis for processing school workforce information is to fulfil contractual obligations and other legitimate interests. For data collection purposes (Departmental Censuses) provisions of the Education Act 1996 will be followed.

## **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**

Monken Hadley CE School keeps information about you on computer systems and also sometimes on paper. There are strict controls on who can see your information. Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, we will shred paper-based records, and override electronic files. We may also use an outside company to safely dispose of electronic records. We hold school workforce data throughout your period of employment and for 6 years after the cessation of your employment.

## **Who we share this information with**

We routinely share this information with:

- our local authority;
- the Department for Education (DfE).

## **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.

### ***London Borough of Barnet***

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### ***Department for Education (DfE)***

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

## **Data collection requirements**

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 (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;
- 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, contact: Mr Robert Bullet 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;
- claim compensation for damages caused by a breach of the Data Protection regulations.

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>.

### **Further information**

If you would like to discuss anything in this privacy notice, please contact: Robert Bullet: [Robert.Bullet@london.anglican.org](mailto:Robert.Bullet@london.anglican.org). who is the Data Protection Officer for the school or the Data Protection Officer for the London Borough of Barnet:

Data Protection Officer  
Information Management Team  
North London Business Park  
Oakleigh Road South  
London  
N11 1NP  
Tel: 020 8359 2000  
Email: [data.protection@barnet.gov.uk](mailto:data.protection@barnet.gov.uk)

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

The Headteacher  
Monken Hadley CE School  
Camlet Way  
Barnet  
EN4 0NJ  
Tel: 020 8449 0989  
Email: [office@monkenhadley.barnetmail.net](mailto:office@monkenhadley.barnetmail.net)