



## **Privacy Notice - Staff**

### **Introduction**

This notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information. If you have any questions about this notice please contact the Directors.

Staff, parents and students are all encouraged to read this Privacy Notice and understand the Alternative Provision's obligations to its entire community. This Privacy Notice applies alongside any other information the Alternative Provision may provide about a particular use of personal data, for example when collecting data via an online or paper form.

Anyone who works for, or acts on behalf of, the Alternative Provision (including staff, volunteers, Management Committee and service providers) should also be aware of and comply with this Privacy Notice and the Alternative Provision's data protection policy for staff, which also provides further information about how personal data about individuals will be used.

### **The categories of information that we process include:**

- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- bank account information for payroll
- medical information
- training information

### **Why we collect and use employee information**

- 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

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing staff information are provided in accordance with the rights of individuals under Data Protection Law (the Data Protection Act 1998 and, as of 25 May 2018, the General Data Protection Regulation (EU) 2016/679 and any legislation that, in respect of the United Kingdom, replaces, or enacts into United Kingdom domestic law, the General Data Protection Regulation (EU) 2016/679, the proposed Regulation on Privacy and Electronic Communications or any other law relating to data protection) to enable them to understand how their data is used.

## **How we collect employee information**

We collect personal information via staff contract forms

Workforce data is essential for the Alternative Provision's / 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.

## **How we store employee data**

For the most part, personal data collected by the Alternative Provision will remain within the Alternative Provision and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). The Alternative Provision will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason. Typically, the legal recommendation for how long to keep ordinary staff and student personnel files is up to 7 years following departure from the Alternative Provision. If you have any specific queries about how this policy is applied, or wish to request that personal data which you no longer believe to be relevant is considered for erasure, please contact the Directors Nicola Martin (nic@queensberryap.com) or Paul Cooper (paul@queensberryap.com)

## **Who we share employee information with**

- schools that our students attend (we are a part time provision)
- our local authority
- the Department for Education (DfE)
- we may need to share information if there is an emergency, for example, if you are hurt whilst at the Alternative Provision

## **Why we regularly share employee 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 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.

We are required to share information about our school employees with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

## **Requesting access to your personal data**

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information contact Directors Nicola Martin (nic@queensberryap.com) or Paul Cooper (paul@queensberryap.com)

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
- a right to seek redress, either through the ICO, or through the courts

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/>

**Contact**

If you would like to discuss anything in this privacy notice, please contact: Directors Nicola Martin (nic@queensberryap.com) or Paul Cooper (paul@queensberryap.com)

## How Government uses your data

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

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational 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/education/data-collection-and-censuses-for-schools>

## The National Pupil Database (NPD)

Much of the data about students in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education and contains information about students 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.

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

## Sharing by the Department

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.

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