



MAWNAN C OF E VA PRIMARY SCHOOL

PRIVACY NOTICE FOR EMPLOYEES OF MAWNAN C OF E VA PRIMARY SCHOOL

General statement

1. Under data protection law, individuals have a right to be informed about how Mawnan School uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.
2. This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.
3. We, Mawnan C of E VA School, Shute Hill, Mawnan Smith, Falmouth TR11 5HQ are the 'data controller' for the purposes of data protection law (No Z7659661).
4. Our data protection officer is Johnathan Jenkins (ICT4).

The personal data we hold

5. 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 a CV or 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
 - Absence data

- Copy of driving licence (if you transport children)
 - Photographs
 - Data about your use of the school's information and communications system.
6. 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, sexual orientation and political opinions
 - Trade union membership
 - Health, including any medical conditions, and sickness records.

Why we use this data

7. The purpose of processing this data is to help us run the school, including to:
- Enable you to be paid
 - Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
 - Support effective performance management
 - Inform our recruitment and retention policies
 - Allow better financial modelling and planning
 - Enable equalities monitoring
 - Improve the management of workforce data across the sector
 - Support the work of the School Teachers' Review Body.

Our lawful basis for using this data

8. We only collect and use your personal information 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.
9. Less commonly, we may also use this personal information where:
- You have given us consent to use it in a certain way (information in the school newsletter/website)
 - We need to protect your vital interests (e.g. in the case of allegation)
 - We have legitimate interests in processing the data (e.g. writing a reference).
10. Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how to withdraw it.
11. Some of the reasons listed above for collecting and using your personal information overlap, and there may be several grounds which justify the school's use of this data.

Collecting this information

12. 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.
13. 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

14. Personal data is stored in line with our Data Protection Policy
15. 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.
16. Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Record Retention Policy.
17. The record retention policy is available on our website – www.mawnanschool.com

Data sharing

18. We do not share information about suppliers or their representatives, employees or agents without consent unless the law and our policies allow us to do so.
19. Where it is legally required, or necessary (and it complies with data protection law), we may share your personal information with:
 - Our local authority (Cornwall Council) – to meet our legal obligations to share certain information with it, such as safeguarding concerns or exclusions
 - The Department for Education (DfE)
 - Children’s Social Care (when safeguarding pupils’ welfare)
 - The pupil’s family and representatives
 - Educators and examining bodies
 - Our regulator (e.g. Ofsted)
 - Suppliers and service providers with whom we have a contract with
 - Financial organisations
 - Central and local government
 - Health authorities
 - Health and social welfare organisations
 - External professional advisers and consultants (such as Educational Psychologists)
 - Police forces, courts, tribunals
 - Voluntary organisations linked to the school
 - Our auditors.

Transferring data internationally

20. 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 the personal information we hold about you

21. Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

22. If you make a subject access request, and if we do hold information about you, we will:

- 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

23. You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

24. If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict its processing
- Claim compensation for damages caused by a breach of the data protection regulations.

26. To exercise any of these rights, please contact our data protection officer.

Complaints

27. We take any complaints about our collection and use of personal information very seriously.

28. 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.

29. To make a complaint, please contact our data protection officer.

30. 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:

Jonathan Jenkins ICT4 -01209 311344 -hello@ict4.co.uk