



Braidwood School

Turning potential into success

GDPR privacy notice for the school workforce

When the General Data Protection Regulation (GDPR) comes into effect on 25 May 2018, all schools will continue to be required to detail to staff how their personal data may be collected and used. This Privacy Notice seeks to ensure that the school is compliant with the GDPR and communicate with staff, how we process personal data relating to the school workforce.

The school workforce

Who processes your information?

The school is the data controller of the personal information you provide to us. This means we determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed. A representative of the school, Monica Lewis, can be contacted on 0121 464 5558 or email: m.lewis@braidwood.bham.sch.uk.

The role of data protection officer (DPO) is fulfilled through the school agreement with SIPS through their representative Sue Courtney Donovan. Their role is to oversee and monitor the school's data processing practices. This individual can be contacted on **0121 296 3000** or enquiries@sipseducation.co.uk If you have any queries pertaining to how the school processes data please feel free to contact the school in the first instance.

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line staff members' privacy rights.

Why do we need your information?

Braidwood Trust School for the Deaf has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- School Staffing (England) Regulations 2009 (as amended)
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

Staff members' personal data is also processed to assist in the running of the school, and to enable individuals to be paid.

If staff members fail to provide their personal data, there may be significant consequences. This includes the following:

Employment checks:

- Failure to provide the school with ample proof of a right to work in the UK will prevent employment at name of school.
- Employees found to be working illegally could face prosecution by law enforcement officers.

Salary requirements:

- Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.

For which purposes are your personal data processed?

In accordance with the above, staff members' personal data is used for the following reasons:

- Contractual requirements
- Employment checks, e.g. right to work in the UK
- Salary requirements

Which data is collected?

The personal data the school will collect from the school workforce includes the following:

- personal information (such as name, employee or teacher number, national insurance number)
- 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)
- qualifications (and, where relevant, subjects taught)
- medical information (such as food allergies or medication needed in an emergency)
- contact information (such as telephone numbers of contacts that an employee would want the school to contact in an emergency)
- address information (such as the known contact address to direct correspondence to)
- payroll information (such as bank account numbers for payment transfers)

We also process special categories of personal data that may include:

- physical or mental health needs
- racial or ethnic origin
- trade union membership
- political affiliation and political opinions
- criminal convictions data
- civil and criminal proceedings, outcomes and sentences.
- religious or other beliefs of a similar nature

The collection of personal information will benefit both the DfE, Local Authority and school by:

- Improving the management of workforce data across the sector.
- Enabling the development of a comprehensive picture of the workforce and how it is deployed.
- Informing the development of recruitment and retention policies.
- Allowing better financial modelling and planning.
- Enabling ethnicity and disability monitoring.
- Supporting the work of the school teachers' review body.

Data collection requirements and sharing with third parties

Staff members' personal data is only sought from the member of staff (the data subject). No third parties will be contacted to obtain staff members' personal data without the data subject's consent.

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; 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>

Braidwood Trust School for the Deaf will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We are required, by law, to pass on some personal information to our LA and the DfE.

Local Authority: 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: 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.

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

How long is your data retained for?

Staff members' personal data is retained in line with Braidwood Trust School for the Deaf Records Management Policy.

Personal information may be retained for the following periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please download our Records Management Policy.

What are your rights?

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that Braidwood Trust School for the Deaf holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Staff members also have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how Braidwood Trust School for the Deaf processes their personal data.

How can you find out more information?

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, <http://www.braidwood.bham.sch.uk/>, the

Gov.UK [website](#), or download our [GDPR Data Protection Policy](#) and [Records Management Policy](#).

Declaration

I, _____, declare that I understand:

- Braidwood Trust School for the Deaf has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- There may be significant consequences if I fail to provide the personal data Braidwood Trust School for the Deaf requires.
- Braidwood Trust School for the Deaf may share my data with the DfE, and subsequently the LA.
- Braidwood Trust School for the Deaf will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties.
- My data is retained in line with Braidwood Trust School for the Deaf Records Management Policy.
- My rights to the processing of my personal data.

Name of staff member:

Signature of staff member:

Date:
