



The Horsell Village School

Church Hill
Horsell
Woking
Surrey
GU21 4QQ

21st May 2018

General Data Protection Regulation (GDPR) Privacy Notice

Dear Staff

Who processes your information?

The Horsell Village 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 members of staff and their family is to be processed. Fiona Girdler acts as a representative for the school with regard to its data controller responsibilities; she can be contacted via the school office or email admin@horsell-village.surrey.sch.uk.

In some cases, your data will be outsourced to a third party processor e.g. occupational health; 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 The Horsell Village School upholds are imposed on the processor.

Kerri Comerford is the Data Protection Officer (DPO). The DPO's role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR, they can be contacted via the school office or governors@horsell-village.surrey.sch.uk.

Why do we collect and use your information?

We collect and use staff information under the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR).

How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. The collection of this information is used to;

The Horsell Village School is a charitable company limited by guarantee and registered in England and Wales with company number 08622047. The registered office is Church Hill, Horsell, Woking Surrey GU21 4QQ

- 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 maintain our own accounts and records
- to support staff training
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- the Local Authority (LA)
- the Department for Education (DfE)

Acceptance of the terms of this notice is a condition of employment.

If you require more information about how we and/or DfE store and use your personal data please visit:

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

If you want to see a copy of information about you that we hold, please contact Fiona Girdler in the school office or via admin@horsell-village.surrey.sch.uk.

Which data is collected?

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

- personal information (such as name, employee or teacher number, national insurance number, address)
- special categories of data (gender, age, ethnicity)
- photographs
- education details
- contract information (such as start dates, hours worked, post, roles, salary information)
- financial details
- absence and holidays (number of absences and reasons)
- disciplinary records
- CPD information
- relevant medical and dietary information

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. In order to comply with GDPR the school will inform you whether you are required to provide certain personal information to us or if your consent is needed. Where consent is required, the school will provide you with specific and explicit

information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to staff at The Horsell Village School and their families is stored in line with the school's GDPR Data Protection Policy.

We hold your employment records in line with the Information and Records Management Society guidance.

Will my information be shared?

The Horsell Village School will not share your personal information with any third parties without your consent, unless the law allows us to do so. We sometimes need to share the personal information we process with the individual themselves and with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

- the Local Authority (LA)
- the Department for Education (DfE) and central government
- education, training, careers and examining bodies
- school staff and boards
- family, associates and representatives of the person whose personal data we are processing
- financial organisations
- NHS and healthcare professionals
- social and welfare organisations
- law enforcement organisation and courts
- current, past or prospective employers
- voluntary and charitable organisations
- business associates and other professional advisers
- suppliers and service providers
- financial organisations
- press and the media
- school trips organisations

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

We share personal data with the 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 pupils with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

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>

What are your rights?

Under data protection legislation, staff members have the right to request access to information about them that we hold. To make a request for your personal information please see the GDPR Data Protection Policy on the schools website for the request form. The school will, on an annual basis, share individual Data Collection Sheets with you in order to ensure that our records are accurate and up to date.

You also have the right to:

- Be informed about how The Horsell Village School uses your personal data
- Request access to the personal data that The Horsell Village School holds
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing

- Request that the processing of your data is restricted
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way The Horsell Village School and/or the DfE is 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 (ICO) at <https://ico.org.uk/concerns/>.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website to view our GDPR Data Protection Policy.

Yours sincerely

Elaine Cooper
Headteacher