



School Workforce Privacy Notice

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Signatures:

	Name	Signature
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1. Introduction:

This privacy notice explains what personal data or information Ysgol Golwg Pen y Fan ("The School") hold about you, how it is collected, how it is used and who the School may share it with.

2. What information do the School collect about you?

In the course of employing staff in the School, the following personal data relating to you is collected:

- Name, address, employee or teacher number, national insurance number, staff photographs & your role in the School;
- Payroll information;
- Characteristics information (such as gender, age, ethnic group – some of which is classed as special category data);
- Contract information (such as start date, hours worked, post, roles and salary information);
- Work absence information, including medical information (such as number of absences and reasons);
- Qualifications (and, where relevant, subjects taught).

3. Why do the School collect and use workforce information?

Workforce data is used to:

- Pay salaries and pension contributions
- Enable sickness monitoring
- Enable leave payments such as maternity leave and sick pay
- Develop a comprehensive picture of the workforce and how it is deployed
- Enable review of performance & capability
- Informing the development of recruitment and retention policies
- Allowing better financial modelling and planning
- Enabling ethnicity and disability monitoring
- Comply with statutory requirements and guidance such as health & safety and safeguarding obligations
- Administer appropriate first aid and medication if required

3.1. Legal Basis:

Under the UK General Data Protection Regulation (UK GDPR), the legal basis the School rely on for processing personal information for general purposes are:

- for the purposes of **the performance of a contract to which the data subject is party** in accordance with **Article 6 (1)(b)**
- for the purpose of **compliance with a legal obligation which the data controller is subject** in accordance with **Article 6 (1) (c)**

In addition, concerning any special category data, the School rely on having a legitimate reason as your employer to collect and use your personal information, to comply with our statutory obligations, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment) in accordance with Article 9 paragraph 2 (b) & (g).

- The processing is necessary for the purpose of carrying out the obligations and specific rights of the data controller or of the data subject in the field of employment and social security and social protection law or
- The processing is necessary for reasons of substantial public interest

4. Collecting workforce information:

Workforce data is essential for the school'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 UK 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.

5. Storing workforce information:

We hold data securely for the time shown in our data retention schedule which in the case of individuals working with children is termination date plus 25 years.

6. Who do the School share workforce information with?

Personal information is routinely shared with:

1. The School's Local Authority (LA) – Powys County Council.
2. Welsh Government.
3. Pembrokeshire County Council
4. Education Workforce Council (EWC)

In some cases, the School might share your personal information when other legislation requires us to do so, for example in safeguarding, child protection or police investigations.

6.1. Why do the School share workforce information?

Local Authority:

The School are required to share information about their workforce members with Powys County Council under The Education (Supply of Information about the School Workforce) (Wales) Regulations 2017.

Welsh Government:

Personal data is shared with the Welsh Government on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

Pembrokeshire County Council:

Personal data is shared with Pembrokeshire County Council for the provision of teacher insurance where the School has entered into the contract.

7. Keeping your personal information secure:

The School has appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. The School limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

There are procedures in place to deal with any suspected data security breach. The School will notify you and any applicable regulator of a suspected data security breach where the School is legally required to do so.

8. Your rights under the GDPR

Under the GDPR, you have 8 rights:

- 1. The right to be informed.**
 - You have the right to be informed about how and why your information is being used which is information provided in *privacy notices*.
- 2. The right of access.**
 - You have the right to request and receive a copy of your personal information that is being processed, otherwise known as a Subject Access Request (SAR).
- 3. The right to rectification.**
 - You have the right to have your personal information corrected or completed if you feel it is inaccurate or incomplete.
- 4. The right to erasure.**
 - You have the right to request that your personal information is deleted. (This right is sometimes referred to as the 'right to be forgotten').
- 5. The right to restrict processing.**
 - You have the right to request the restriction or suppression of the processing of your personal data.
- 6. The right to data portability**
 - You have the right to obtain and reuse your personal information for your own purposes across different services.
- 7. The right to object**
 - You have the right to object to the processing of your personal information.
- 8. Rights in relation to automated decision-making including profiling**
 - This relates to automated decision-making without human involvement. You have the right to restrict automated decisions.

To exercise any of these rights please contact the headteacher.

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 Data Protection Officer

County Hall

Llandrindod Wells

Powys

LD1 5LG

Or via information.compliance@powys.gov.uk

Alternatively, you may make a complaint to the Information Commissioner's Office at <https://ico.org.uk/concerns/>