



## Chalkwell Hall Infant Schools Privacy Notice

### How we use employee information

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold on them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, Chalkwell Hall Infant School, London Road, Leigh on Sea, Essex, SS9 3NL, are the 'data controller' for the purpose of data protection law.

Our data protection officer is Kerrie Lawton.

### The personal data we hold:

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, nationality and gender
- Your immigration status and information from related documents
- Your disability status and any information from related documents
- Criminal records information as required by law to enable you to work with children
- Details of your use in of business related social media
- Images of staff captured by the school's CCTV system
- Your use of public social media (only in very limited circumstances, to check specific risks for specific functions within the school, you will be notified separately if this is to occur)
- Details in references about you that we give to other
- Salary, annual leave, pension and benefits information
- Next of kin and emergency contact numbers

- 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
- Information in your sickness and absence record such as number of absences and reasons (including sensitive personal information regarding your physical and/or mental health)
- Copy of driving licence
- Copy of passport
- Copy of birth certificate
- Utility bills, bank statements (ID used for DBS checks)
- making use of the photographic images of staff in school publications, on the school website and on social media channels (with your consent).
- Data about your use of the school's information and communications systems

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 medical conditions, and sickness records

## Why we collect and use this information

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 ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' review body

We will only collect and use your information when the law allows us to. Most often, we will use your information where we:

- Fulfil a contract we have entered into with you

- **Comply with a legal obligation**
- **Carry out a task in the public interest**

**Sometimes, we may also use your personal information where:**

- **You have given us consent to use in a certain way**
- **We need to protect your vital interests (or someone else's interest)**
- **We have legitimate interests in processing the data – for example,**

**Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting consent, and explain how you go about withdrawing consent if you wish to do so.**

**Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which justify the school's use of your data**

## Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide us. 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.

## Storing employee data

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.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Records Management policy. A copy of this policy is available on the p:drive, alternatively, please contact Kerrie Lawton, Data Protection Officer, to obtain a copy.

## Who we share employee information with

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about Headteacher performance and staff dismissals
- The Department for Education
- Your family/representative
- Educators and examining boards
- Our regulator e.g. Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and welfare organisations
- Professional advisors and consultants
- Charity and voluntary organisations
- Police forces, courts, tribunals

- Professional bodies

## Transferring data internationally

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 information we hold about you

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

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 it 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

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

If you would like to make a request, please contact Kerrie Lawton, Data Protection Officer.

### Your other rights regarding data

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 processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact Kerrie Lawton, Data Protection Officer.

## Complaints

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

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.

To make a complaint, please contact our Data Protection Officer.

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 5A

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy policy notice, please contact Kerrie Lawton, Data Protection Officer at [education@chalkwellhallinfants.co.uk](mailto:education@chalkwellhallinfants.co.uk)