Stone Bay School - Privacy Notice for Workforce

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Who are we?

Stone Bay School collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the UK General Data Protection Regulation and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is Alan Martin.

The personal information we collect and use

Information collected by us

In the course of employing staff in our school we collect the following personal information when you provide it to us:

- Personal information (such as name, address, contact details, employee or teacher number, national insurance number)
- Characteristics (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)
- Relevant medical information

How we use your personal information

We use your personal information to:

- Enable individuals to be paid
- Support pension payments and calculations
- Enable sickness monitoring
- Enable leave payments (such as sick pay and maternity leave)
- Develop a comprehensive picture of the workforce and how it is deployed

- Inform the development of recruitment and retention policies
- Inform financial audits of the school
- Fulfil our duty of care towards our staff
- Inform national workforce policy monitoring and development

How long your personal data will be kept

We will hold your personal information for 6 years in line with KCC's personnel retention record keeping guidelines.

Reasons we can collect and use your personal information

We rely on having a legitimate reason as your employer to collect and use your personal information, and 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).

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

Who we share your personal information with

- Department for Education (DfE)
- Kent County Council Management Information
- Kent County Council Schools Financial Services
- Commissioned providers of personnel and payroll services
    - Capita Payroll
    - Schools Personnel Service
    - Every by IRIS
    - HR Connect
    - HSE
    - Staff Care Services
    - ACAS (The Advisory, Conciliation and Arbitration Service)
    - Evolve
    - AI
    - Chat GPT
    - Granola

We will share personal information with law enforcement or other authorities if required by applicable law.

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.

The DfE 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 DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases 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 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.

Your Rights

Under the UK GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Requests)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact Stone Bay School's Data Protection Officer – Alan Martin, Data Protection Advice Limited.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We 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.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact and Where to go for Further Information

Please contact The School Business Manager or IT Manager to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

If you would like to get a copy of the information about you that KCC shares with the DfE or how they use your information, please contact the Information Resilience and Transparency Team email:

dataprotection@kent.gov.uk

The General Data Protection Regulation also gives you the right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at Make a complaint | ICO or telephone 0303 123 1113.

For further information visit Privacy statement - Kent County Council

For further information about how the Department for Education uses your information:

To find out more about the staff information we share with the DfE, for the purpose of data collections, go to https://www.gov.uk/education/school-workforce-censuses

For more information about the DfE's data sharing process, please visit: How DfE shares personal data - GOV.UK

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: DfE external data shares - GOV.UK

To contact DfE: https://www.gov.uk/contact-dfe