

## **Employee Information Privacy Notice:**

### **How we use your information**

This privacy notice should be read alongside our [main privacy notice](#) on our website for full details about how we process personal data.

This privacy notice was updated on 09.06.22

## Personal information we collect about employees

We collect the following information about you:

Description	Examples
Personal identifiers	<i>Name, date of birth, employee or teacher number, national insurance number, car registration number.</i>
Characteristics	<i>Gender, age and ethnic group.</i>
Recruitment	<i>Job application, qualifications, training, education, evidence of your right to work, references, Disclosure and Barring Service (DBS) certificate number and result.</i>
Contract information	<i>Start date, hours worked, post, roles, salary, bank/ payment details, pension and tax information.</i>
Personnel information	<i>Appraisal, performance, disciplinary, complaints.</i>
Health information	<i>Occupational health, disability, dietary and other relevant health information (including COVID19 data).</i>
Work absence	<i>Number of absences, reason for absence, fitness to work, accident/injury at work.</i>
Contacts	<i>Next of kin and emergency contacts.</i>
Faith, beliefs and trade union	<i>Religious or other beliefs and trade union membership</i>
Images	<i>CCTV, photographs, video recordings, visitor management system.</i>
Consent	<i>Consent preferences.</i>
Biometric data	<i>Your fingerprints for our cashless catering or library services</i>

### We need this information to:

- Perform our duties as an employer.
- Maintain staff records.
- Assess the quality of our services.
- Administer school trips and activities.
- Complete the DfE school workforce census.
- Assist in crime prevention, detection and public safety.
- Undertake our responsibilities for safeguarding children.
- Deal with complaints, grievances and disciplinary action.
- Communicate with employees regarding work related matters.
- Safeguard and monitor the health and welfare of our employees.
- Carry out audits (e.g. to ensure compliance with our legal obligations).

- Enable monitoring of selected protected characteristics.
- Provide catering, payment, library, ICT, learning and information services.
- Develop a comprehensive picture of the workforce and how it is deployed.
- Comply with the law regarding data collection, sharing and safeguarding.
- Recruit, retain, train, appraise, manage the welfare of and performance of staff.
- Enable individuals to be paid, pension contributions made, tax and NI deducted.
- Provide employee services and benefits (such as childcare vouchers and pensions).
- Liaise with your trade union representative.
- Defend the school in respect of investigations or court proceedings and respond to any court orders.

## Who we share information with

We share information with a range of organisations, companies and agencies, where it is necessary for us to carry out our legal responsibilities and duties as a school. We only share information about you where it is **strictly necessary** for us to do so, and the law and our policies allow us to do this.

The following are examples of who we share information with:

<b>Department for Education</b>	<p>We are required to share workforce information (this is known as the workforce census) with the DfE, so they can fulfil their statutory obligations relating to data collection. We are required to share information about our employees with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.</p> <p>To find out more about the data collection requirements placed on us by the DfE, including the data that we share with them, visit their website <a href="#">here</a></p> <p>The DfE may share information about employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England. For information about how the DfE collects and shares workforce data for research purposes, visit their website <a href="#">here</a></p>
<b>Local authority</b>	We are required to share information about our employees with our local authority under regulation 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
<b>Law enforcement</b>	We may be required to share information about any person we hold information about, to the police or other law enforcement agencies, to assist them in an investigation to prevent or detect a crime or safeguard individuals at risk.
<b>Ofsted</b>	We may be required to support an Ofsted inspection, where an inspector asks to see a sample of the school's records. These records

	could identify an employee. Any identifiable personal information the inspector may see, will not be taken away or used in their reports.
<b>Service providers</b>	<p>We use companies that provide us with a service to help us run effectively as a school. The services we often receive are IT support, payroll provision, professional advisors (eg human resources, legal advisors, insurers and auditors), learning or teaching resource providers, communication application providers, catering and transport.</p> <p>We also work alongside other organisations or individuals that provide services directly to our parents or pupils, such as the school photographer, organisers of extra-curricular clubs or activities or companies that run school trips or provide accommodation or transport.</p> <p>To receive these services, we sometimes need to share personal information or use their products to store school data. We have contracts or agreements in place with our service providers to ensure that any personal data shared is protected and handled in line with the UK GDPR.</p> <p>The companies/individuals we use may change on a regular basis. If you would like information about any specific companies or individuals we work alongside or receive services from, please contact us at <a href="mailto:lcarter@ladysmithfederation.net">lcarter@ladysmithfederation.net</a></p>

## Our legal basis for collecting, using and sharing information

The main legal bases we rely on under the General Data Protection Regulation (the UK GDPR) when we process employee information are as follows:

<b>It is necessary for us to perform a task which is in the public interest or to exercise our official duties as a school</b>
This broad legal basis is applicable to almost all the processing we do involving personal data.
<b>It is necessary for compliance with a legal obligation</b>
This is applicable where a specific law requires us to collect or share personal data This includes sharing data with the Department for Education (DfE), Her Majesty's Revenue and Customs (HMRC) and HM Courts and Tribunal Service.

<b>It is necessary for the performance of a contract</b>
This is applicable when we enter into a contract with our employees.
<b>The data subject has given their consent</b>
<p>Consent is not required for most of the processing we do, however, there are occasions when we ask for consent. For example, if we want to publish your photograph (headshot) on our website, in social media or on marketing material or collect your fingerprints to provide you with our cashless catering or library services.</p> <p>Where we are processing your data with your consent, you have the right to withdraw that consent. If you change your mind, or if you are unhappy with our use of your personal data, please let us know by contacting the school office.</p>
<b>The processing is necessary to protect the vital interests of the data subject or someone else</b>
This is applicable where a person's life could be at risk and we need to share or make available information to help them. This could involve sharing serious allergy information with other staff, paramedics (or other medical professionals), or other information requested by the police or social services, to assist them in their enquiries to protect that person.
<b>The processing is necessary for our legitimate interests as a school or the legitimate interests of a third party</b>
This is applicable where the processing is not required by law but is of clear benefit to the school or the data subject; there is limited privacy impact on individuals and the individual reasonably expects us to use their data in this way. This legal basis is not relied upon where the school is processing the data to perform its official tasks.

When we process '**special category**' data, we must have another legal basis. Special category data is personal data which reveals a person's *racial or ethnic origin, political opinion, religious or philosophical beliefs, trade union membership, genetic data, biometric data (such as fingerprints), health, sex life or sexual orientation*.

The main legal bases we rely on when we process this type of data is as follows:

<b>The data subject has given explicit consent</b>
This is usually applicable where we ask for health, dietary information or biometric data (such as fingerprints).

**The processing is necessary for performing any right or obligation which is imposed on the school in relation to employment, social security and social protection law (e.g. safeguarding individuals at risk; protection against unlawful acts; prevention against fraud)**

This is usually applicable where we are performing our duties under employment related laws e.g. health and safety, equality or tax or where we have taken action to safeguard individuals at risk.

**It is necessary to protect the vital interests of any person where the data subject is physically or legally incapable of giving consent**

This could be relied upon in situations where someone has become seriously ill on our premises and we are asked by medical practitioners (such as paramedics), to share information we know about that person's health or allergies.

**The processing is necessary for the establishment, exercise or defence of legal claims**

We may share or use special category data where legal action is being considered or underway.

**The processing is necessary in the substantial public interest**

This may be relied upon in circumstances where our processing is necessary to safeguard children or others at risk or where we respond to requests from the Police or law enforcement bodies, to assist in an investigation to prevent or detect an unlawful act.

**The processing is necessary for the assessment of the working capacity of the employee**

This will be applicable where an employee has been absent from work due to illness or injury, and we need to assess whether they are fit to return to work.

This list is not exhaustive.

## How we protect your information

We take our security responsibilities seriously to protect your personal data from accidental or unlawful access, disclosure, loss, damage or destruction. For example:

- Access to our data is on a strict need to know basis
- Our electronic records are held on encrypted servers
- We have strict visitor management security procedures in place
- Our sensitive paper files are locked away with restricted access to the keys

- Our employees, volunteers and governors are subject to Disclosure and Barring Service (DBS) checks and employee contracts contain confidentiality clauses
- We have policies, procedures and training around data protection, security, record disposal and confidentiality. Our Data Protection Policy [is available here](#)
- We use encrypted email or secure file sharing platforms to share personal data with external organisations
- We carry out due diligence checks on our service providers and Data Protection Impact Assessments, where required.
- We use up to date virus and malware protection software; security patches are applied promptly and we back up our data regularly.

## Storing personal data

The personal information we collect and store is essential for our school's operational use. We only keep personal information for as long as we need to, and where it is necessary to comply with any legal, contractual, accounting or reporting obligations. After this period, we delete or securely destroy personally identifiable data.

For more information about how long we keep personal data for see our [Record Retention Schedule](#).

## Your data protection rights

You have the following rights under the data protection laws:

The right to:

- Be told how your personal data is being processed (see our privacy notices).
- Request access to your personal data.
- Rectify personal data held about you which is inaccurate or incomplete.
- Have your data erased in certain circumstances.
- Restrict the processing of your information in certain circumstances.
- Object to your information being used for public interest or direct marketing purposes.
- Ask that your personal data is transferred from one organisation to another or given to you, in certain circumstances.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Complain if you are not happy with the way your data has been handled, and to escalate this to the Information Commissioner if you remain dissatisfied.

To exercise these rights, please contact us by emailing [lcarter@ladysmithfederation.net](mailto:lcarter@ladysmithfederation.net) You are not usually required to pay a fee and can expect to receive a response within one calendar

month. Further information about your data protection rights can be found on the Information Commissioner's Office website at [www.ico.org.uk](http://www.ico.org.uk)

## Feedback and complaints

We work to high standards when it comes to processing your personal information. We hope you will always be happy with the way we handle your information, however if we have not met your expectations, please let us know so we can put things right.

To do this, please email the school at [junior.admin@ladysmithfederation.net](mailto:junior.admin@ladysmithfederation.net) . If you would like to make a formal complaint, our complaints procedure is available [here](#).

## Data Protection Officer

Our Data Protection Officer (DPO) is Amber Badley, an external consultant appointed under a service contract. If you have any queries about this privacy notice or any matter relating to the handling of your personal data, you can contact our DPO directly at [DPO@firebirdltd.co.uk](mailto:DPO@firebirdltd.co.uk) or by writing to the school at [lcarter@ladysmithfederation.net](mailto:lcarter@ladysmithfederation.net)

## Contact Us

Ladysmith Infant & Nursery School, Ladysmith Road, Exeter. EX12PS  
[infant.admin@ladysmithfederation.net](mailto:infant.admin@ladysmithfederation.net)  
01392 271596

Ladysmith Junior School, Pretoria Road, Exeter. EX12PT  
[junior.admin@ladysmithfederation.net](mailto:junior.admin@ladysmithfederation.net)  
01392 255554

## Changes to this privacy notice

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on