



# Long Melford Church of England Primary School

## Privacy Notice

### - How we use School Workforce Information

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about 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 the school workforce (including employees, governors, volunteers and contractors).

St Edmundsbury and Ipswich Multi-Academy Trust, is the 'data controller' for the purposes of data protection law. Our data protection officer is Ms Sian Durrant (see 'Contact us' below).

#### The personal data we hold

The categories of your information that we may collect, process, hold and share (when appropriate) about you includes, but is not restricted to:

- personal information (such as name, date of birth, address and home contact details including email and telephone, marital status)
- special categories of data including characteristics information such as gender, ethnic group, religious beliefs
- contract information (such as employee or teacher number, start dates, hours worked, post, roles and salary information)
- bank details and national insurance number
- employment history including start and end dates, references
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant health and medical information including disability
- next of kin and emergency contacts
- criminal record and DBS information
- details of any disciplinary or grievance procedures in which you have been involved (including any warnings issued)
- assessment of your performance information including appraisals, professional development reviews

The school may collect this information in a variety of ways for example data might be collected through: application forms or CV's; obtained from your passport or other identifying documents such as your driving licence; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessments. In some cases the school may collect personal data about you from third parties such as references supplied by former employers, information from employment background checks and criminal record checks permitted by law.

## **Why we collect and use this information**

We use your data to:

- 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

## **The lawful basis on which we process this information**

We only collect and use your data when the law allows us to. Most commonly, we process it where it is necessary for:

- the performance of a contract or to enter into a contract
  - compliance with a legal obligation
  - the legitimate interests of the school
  - to carry out obligations or exercise rights under employment law
  - the individual who the data is about has given personal consent
  - to protect an individual's vital interests (this applies only in the cases of life or death)
  - administering justice or for exercising statutory governmental or other public functions
- Less commonly, we may also use personal information about you where it is necessary for:
- health/medical safeguards
  - monitoring equal opportunities and the rights of individuals

## **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

## **When should this information be provided**

We expect to be in receipt of your data before your contract begins. If you do not provide data relevant to statutory or contractual obligations and we cannot fulfil your contract you may not be able to take up your role.

## **Automated decision making**

Employment decisions are not based on automated decision making.

## **Storing this information**

We hold your data for the length of time you work at our school. We may also keep it beyond if this is necessary to comply with our legal obligations.

## **Who we share this information with**

We routinely share this information with the following third parties. This data is shared via SIMS and the DfE's secure website:

- our local authority
- the Department for Education (DfE)
- we do not transfer our data outside of the European Economic Area (EEA)

### **Why we share school workforce information**

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

### **Local authority**

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

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs Amanda Woolmer, Headteacher.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations
- object to the processing of your data where the school is relying on its legitimate interests as the legal grounds for processing.

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 Information Commissioner's Office at <https://ico.org.uk/concerns/>

You have the right to withdraw consent at any time; you can do this by contacting the school in writing.

### **Contact Us**

If you would like to discuss anything in this privacy notice, please contact:

**Data Controller:** St Edmundsbury and Ipswich Multi-Academy Trust

Tel: 01473 298539

Address: St Edmundsbury and Ipswich Diocesan Multi Academy Trust  
St Nicholas Centre, 4 Cutler Street, Ipswich IP1

Email: [mat@cofesuffolk.org](mailto:mat@cofesuffolk.org)

Or Amanda Woolmer (Headteacher)

Tel: 01787 379929

Email: [headteacher@longmelfordprimaryschool.co.uk](mailto:headteacher@longmelfordprimaryschool.co.uk)

**Data Protection Officer:** The DPO is Sian Durrant  
She is contactable via: Diocesan Director of Education  
Direct Dial: 01473 298560  
E-mail: [jane.sheat@cofesuffolk.org](mailto:jane.sheat@cofesuffolk.org)