



Privacy Notice for Gesher Staff

May 2018

Privacy Notice for Gesher Staff

Date	Review Date	Coordinator	Nominated Governor
May 2018	September 2018	Gianna Colizza	Lucy Rome

Why do we collect and use staff information?

We use workforce data in order to help us run the school. Under data law individuals have a right to be informed about how the school uses any personal data we hold about them. We collect and use staff information under Article 6, and Article 9 of the GDPR (which comes into effect on 25 May 2018).

We use the staff 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 categories of school information that we process include:

- Personal information (such as name, employee or teacher number, national insurance number)
- Characteristics information (such as gender, age, ethnic group)
- Contract information (such as start date, hours worked, post, roles and salary information)
- Work absence information (such as number of absences and reasons)
- Qualifications and recruitment information including work history, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedure
- Photographs
- CCTV footage
- Data about your use of the school's information and communication 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 opinion
- Trade Union Membership
- Health, including any medical conditions and sickness records

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

- To fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

In addition, we may use personal information about you where:

- We need to protect your vital interests
- We have legitimate interests in processing the data
- You have given us consent to use it in a certain way

Collecting workforce information

Workforce data is essential for the school's / local authority'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 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.

Storing workforce information

Personal data relating to staff is stored securely and only used for purposes directly relevant to your employment. Where it is held electronically, it is stored in line with our IT policies and procedures and protected via passwords and/or encryption.

We hold staff data for an appropriate length of time. Once your employment with us has ended, we will retain it only while it is still necessary for our records.

Who we share workforce 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 (where applicable)
- The Department for Education (DfE)
- Your family or representatives
- Our regulator
- Suppliers and service providers
- Trade unions and associations
- Central and local government
- Our auditors
- The Community Security Trust (CST)
- The Gesher Trust

Local authority

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

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children



and young people with the Department for Education (DfE) for the purpose of those data collections, under:

We are required to share information about our school employees with the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

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 the governor Data Protection Officer at DPO@gesherschool.com.

You also have the right to:

- object to the processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing of personal data for direct marketing purposes
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

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/>

Contact:

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer via email DPO@gesherschool.com

Authorised by our current Data Protection Officer and Governor, Lucy Rome.

Reviewed: 24 May 2018.

Effective date of the policy: May 2018.

Review date: On each anniversary of the effective date of the policy and immediately following any data protection related incident.

Circulation Published: School's website / Staff Handbook / displayed in the School Foyer.

Status Drafted in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR), which comes into effect on 25 May 2018.

Headteacher:		Date:	
Chair of Governing Body:		Date:	