

PRIVACY NOTICE FOR STAFF

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1. KEY INFORMATION

For the purposes of Data Protection legislation, the Federation is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Federation is:
Rutland and District Schools' Federation
Huntsmans Drive
Oakham
Rutland
LE15 6RP

The Data Protection Officer for the Federation is Oliver Teasel. His email address is oteasel@haringtonschool.com

In this policy 'we' and 'us' means the Federation.

2. HOW WE USE YOUR INFORMATION

We process personal data relating to those we employ to work at, or otherwise engage to work at, the Rutland and District Schools' Federation. This is for employment purposes to assist in the running of the Federation and/or to enable individuals to be paid.

This personal data includes:

- names and contact details
- National Insurance number
- DfE number
- a photocopy of your passport (or another form of photographic Identification)

Rutland & District Schools' Federation. Registered Company Number 7552631

- Disclosure and Barring Service Number
- employment contracts and remuneration details (bank account details)
- pension details
- qualifications/training
- references
- attendance record
- disciplinary record
- performance review data.

It will also include sensitive personal data such as ethnic group, medical information and trade union membership (if you choose to supply us with this information).

During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

Collecting and using your information in this way is lawful because:

- the processing is necessary for the performance of your employment contract
- the processing is necessary for the performance of a legal obligation to which the Federation is subject, for example our legal duty to safeguard students
- the processing is necessary to protect the vital interests of others, i.e. to protect students from harm
- the processing is necessary for the performance of our education function which is a function in the public interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement for the Federation to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

3. HOW WE SHARE YOUR INFORMATION WITH THIRD PARTIES

We will not share information about you with third parties without your consent unless the law allows us to.

We are required, by law, to pass on some of the personal data which we collect to:

- our local authority
- the Department for Education (DfE).

The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed

- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring, and
- supporting the work of the School Teachers' Review Body.

If you require more information about how we and/or DfE store and use your personal data please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for working with children.

We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Where you have decided to become part of a salary sacrifice scheme such as that for childcare vouchers, we share your details with the provider to the extent necessary for them to provide the vouchers to you.

We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the Teachers' Pension Scheme; for support staff the scheme is Local Government Pension Scheme.

We also use a range of companies and software to store and process parts of your data. Some you may have heard of include:

- Cloud School
- CPOMS
- Sistra Analytics
- Kerboodle
- Show My Homework
- Parent Pay

We do this as required and each company has strict rules regarding how they store and process this information.

Our disclosures to third parties are lawful because one of the following reasons applies:

- the disclosure is necessary for the performance of your employment contract;
- the disclosure is necessary for the performance of a legal obligation to which the Federation is subject, for example our legal duty to safeguard students;
- the disclosure is necessary to protect the vital interests of others, i.e. to protect students from harm
- the disclosure is necessary for the performance of our education function which is a function in the public interest.

4. HOW LONG WE KEEP YOUR PERSONAL INFORMATION

We only keep your information for as long as we need it, or for as long as we are required by law to keep it. Full details are given in our Records Retention Policy which can be found on the Rutland and District Schools' Federation website.

5. YOUR RIGHTS

You have the right to:

- ask for access to your personal information
- ask for rectification of the information we hold about you if there are errors
- ask for the erasure of information about you
- ask for our processing of your personal information to be restricted
- data portability
- object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact Oliver Teasel, Data Protection Officer, oteasel@haringtonschool.com.

More information about your rights is available in the Federation's Data Protection Policy.

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer, and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.